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**ANNUAL MEETING OF THE PARISH COUNCIL  
WILL BE HELD ON TUESDAY 21 MAY 2024, AT 7.30PM  
AT THE SMALL HALL, OLD SCHOOL, MILL HILL, NETTLEHAM  
PUBLIC FORUM FROM 7:15PM**

Prior to the start of the meeting a public forum will ordinarily, of no more than 15 minutes, will be held. The public may address the council on current matters or issues that may become future agenda items. Reports from County and District Councillors and representatives on outside bodies will be given during this time.

**Agenda**

- 1. Election of Chairperson and to sign the Declaration of Acceptance of Office**
- 2. Election of Vice Chairperson and to sign the Declaration of Acceptance of Office**
- 3. To resolve to accept apologies and reasons for absence received by the Clerk, prior to the meeting**
- 4. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.**  
*(Declaration of any disclosable interest in a matter to be discussed at the meeting and which is not included in the register of interests)*
- 5. To RESOLVE to approve the notes of the Parish Council's Meeting held on 16/04/2024 as the minutes of the meeting.**
- 6. Clerk's Report**
  
- 7. Financial Matters**
  - a) **To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.**
  - b) **To NOTE the Full and Summary Income & Expenditure Reports as at 30.04.24 and the Council's Bank Account & Earmarked Reserves balances at 30.04.24.**
  - c) **To NOTE Council expenditure incurred under s.137 Local Government Act 1972 – for 2023/24**
  - d) **To RESOLVE to preapprove regular automated payments (by electronic payment or Direct Debit) for the municipal year 2024 -2025.**
  - e) **To RECEIVE AND NOTE the Annual Internal Audit Report.**
  - f) **To RESOLVE responses to the Annual Governance Statement.**
  - g) **To CONSIDER, APPROVE AND SIGN the Accounting Statements 2023/24.**
  - h) **To NOTE that the period for the exercise of public rights will be 03/06/24 to 12/07/24**
  - i) **To RESOLVE a response to a Grant Request of £600 for the Village Carnival (Expenditure under LGA1972 s.145 £1000 Grants budget available for 24/25)**
  
- 8. Planning Matters**
  - a) **To note any update on other planning matters:**
    - Notes of the informal meeting with Millcroft Development on Thursday, May 2, 2024.
  
- 9. Annual Council Matters**
  - a) **Nominations & Appointments to Committees, Panels & local outside bodies**  
*(Note-Property Committee Working Group appointments will be made at the next meeting of that committee) (In line with relevant Terms of Reference Committees will elect their own Chair & Vice (if required) at the next meeting of that committee).*
  - b) **Review of delegation arrangements to Committees & staff**
  - c) **Review of the Council's Risk Register**
  - d) **Review of the Council's Assets Inventory including land, buildings and equipment**
  - e) **To resolve the renewal of insurance cover for all insured risks from 1/6/24**
  - f) **Review of the Council's and employees' membership of other bodies and annual subscriptions.**
  - g) **To readopt the Council's Standing Orders, Financial Regulations & other key policies**

- h) To approve Terms of Reference, Parish Council Working Groups & Committees** (Note- Property Committee Working Group Terms of reference will be considered at the next meeting of that committee)
- i) To resolve the time and place of ordinary meetings of the Council and Property Committee up to and including the next annual meeting of the Council.** (*Other committees to be scheduled as required throughout the Municipal Year in line with the required frequency stipulated in the Committee Terms of Reference.*)

**10. Committees (to NOTE the notes of and RESOLVE any action in relation to the recommendations of):**

**The Properties Committee held on 7/05/2024**

- **Location of a Gauge Board**
- **Purchase of Play Tower (£29620) including the RESOLUTION to approve the use of CIL funds.** Expenditure under Local Government (Miscellaneous Provisions) Act 1976 s.19

**The Finance Committee held on 14/05/2024**

- **Health & Safety provision**
- **Investment Arrangements**
- **Utility Contract**

**11. Working Groups (to RESOLVE any action in relation to the proposals of):**

- a) Conservation Working Group, Telephone Kiosk**
- b) Climate Change Working Group, Blister Pack recycling**

**12. Correspondence (to be noted or for response)**

- Street names
- Anglian Water
- Bench request
- Highways issue
- Local List Validation

**13. Items for inclusion on the next agenda / Date of Next Meeting of the Parish Council – this has been suggested for Tuesday 18th June 2024 at the Small Hall, Mill Hill, Nettleham**

**NETTLEHAM PARISH COUNCIL  
MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD AT THE SMALL HALL, THE OLD SCHOOL, NETTLEHAM  
ON TUESDAY 16 APRIL 2024, AT 7.30PM**

**Present: Councillors:** Cllr Mrs A. White (Chairman), Cllr P. McNeill, Cllr D. Newsam, Cllr J. McGuire, Cllr A. Simpson, Cllr C. Payne, Cllr C. Johnson, Cllr A. Crook and Cllr C. Chardoux\*

**Also in attendance:** Cllr J. Barrett (West Lindsey District Council), Lucy Waller (Clerk), 1 member of the public, 1 candidate for co-option, who later joined the meeting as a Councillor\*.

**Councillors not present:** Cllr J. Healy

**The public session commenced at 7.15 pm.**

Councillor J. Barrett of West Lindsey District Council (WLDC) informed those present that Councillor F Brown was not present as he was attending a meeting regarding the former R.A.F Scampton site. Councillor Barrett praised senior officers at WLDC and Sir Edward Leigh MP for all their hard work and efforts in relation to the former R.A.F Scampton site.

Members noted that the article regarding the Blue Plaques in Nettleham had been circulated. It was also noted that issues relating to a local bus route had been satisfactorily resolved.

The Chairman thanked Councillors Barrett and Brown for the work they had done relating to the Blue Plaques.

**The meeting commenced at 7.30pm**

**1. To RESOLVE to receive apologies and accept reasons for absence received by the Clerk, prior to the meeting.**

No apologies were received from Nettleham Parish Council members. Apologies were noted from Councillor F. Brown of West Lindsey District Council and Councillor J. Brockway of Lincolnshire County Council.

**2. To RECEIVE disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.**

None.

**3. To RESOLVE to approve the notes of the Parish Council's Meeting held on 19/03/2024 as the minutes of the meeting.**

It was RESOLVED to approve the notes of the Parish Council's Meeting held on 19/03/2024 as the minutes of the meeting.

**4. Co-option**

- **To allow the candidate for co-option (if present) to address the council and answer any questions from Councillors.**

The candidate for co-option was given opportunity to address the Council but declined to do so.

- **To consider and VOTE regarding co-option to the vacancies remaining following the ordinary parish council election in May 2023.**

It was RESOLVED to co-opt Clare Chardoux as a Councillor.

Councillor Chardoux duly signed the declaration of acceptance of office form, which was witnessed by the Proper Officer of the Council and joined the meeting.

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**5. To NOTE the Clerk's report.**

Members noted the report, and it was highlighted that three quotes had now been received for the Swathe path and a decision would be made shortly.

**6. Planning Matters:**

- a) To **RESOLVE** responses to West Lindsey District Council in relation to the following planning application(s): -

**148004. Planning application for the installation and replacement of sustainable lighting solutions, solar lighting bollards to replace existing in order to illuminate existing roadways, walkways and pedestrian areas. Full Planning Application, Major – Other. University Of Lincoln Riseholme Park Riseholme Lincoln LN2 2LG**

It was RESOLVED to submit the below response:

Nettleham Parish Council does not object to the application providing efforts are made to limit light pollution.

**146036. Planning application to erect roadside service area, including a single storey RSA building, eight island petrol filling station forecourt and canopy, electric vehicle charging bays, HGV fuelling facilities, canopy and parking, a drive thru coffee unit and associated development, including car parking, circulation space and new access, picnic and play area, landscaping, drainage infrastructure including attenuation ponds and swales, and boundary treatment. Full Planning Application Major – Other. Land at A15/A46 Riseholme Roundabout, Riseholme, Lincoln, LN2 2LQ**

It was RESOLVED to submit the below response:

Nettleham Parish Council objects to this application and refers you to our previous comments of the 25/01/2023.

**7. Financial Matters**

- a) **To NOTE AND RATIFY the pre-approved payments made since the last meeting and to RESOLVE to approve the schedule of accounts for payment.**

It was RESOLVED to ratify the pre-approved payments made since the last meeting and to approve the schedule of accounts for payment, which is attached as Appendix A of these minutes.

- b) **To NOTE that the Full and Summary Income & Expenditure Reports as at 31.03.24. will be circulated by the RFO once year end adjustments have been made and to NOTE the Council's Bank Account & Earmark Reserves balances at 31.03.24.**

Members noted the above.

- c) **To NOTE the Public Works Loan Board Statement as at 31.03.24**

Members noted the Public Works Loan Board Statement as at 31.03.24

**8. Committees:**

**To NOTE the draft notes of the Finance Committee held on 25/03/2024.**

Members noted the draft notes of the Finance Committee held on 25/03/2024. It was highlighted that a meeting of the committee would be required earlier than the next date stated, and that one would be arranged shortly.

**9. Working Groups**

- a) **Speed Awareness – to RECEIVE an update.**

Members noted the report, and it was RESOLVED to continue with the set up of the Speed Watch Group. It was suggested that requests be made to other local Parish Councils to see if equipment could be borrowed from them rather than purchased.

It was also RESOLVED to request that Lincolnshire County Council undertake Archer Surveys of Vicarage Lane, High Street and Church Street.

**Action Point – Clerk to contact LCC to request Archer Surveys of Vicarage Lane, High Street and Church Street. Clerk/ Working Group to investigate borrowing Speed Watch equipment once Training had taken place.**

**10. To NOTE any responses to the Public Consultation regarding the Draft Biodiversity Policy and to RESOLVE any further action.**

Members noted *the* responses, and it was delegated to the Climate Change Working Group to consider the responses and re-draft the policy to reflect this consideration, the re-draft was then to be brought back to Council for final approval.

**Action Point -Climate Change Working Group to consider the responses and re-draft the policy.**

**11. To NOTE an update relating to the land adjacent to the Co-op and RESOLVE any further action.**

Members noted the report and the recommendations therein and RESOLVED to:

- Replace the trees previously removed from the land adjacent to the Co-op, using the same species as was previously used.
- Move the planters currently on the land adjacent to the Co-op, so that they were positioned between the trees.
- To include the planters in the annual commercial contract for planting and plant care.

**Action Point - Facilities Staff / Conservation Working Group to arrange for purchase/planting of trees, moving of the planters and Facilities Manager to include planters in planting/maintenance contract.**

**12. Correspondence received requiring a RESPONSE, or to be NOTED:**

**a) Request for Defibrillator Funding**

It was RESOLVED that the Parish Council would undertake to pay the annual cost of the defibrillator maintenance contract and fund up to £325 towards the purchase of the defibrillator.

**b) Request for a Memorial Plaque**

It was RESOLVED to approve the request subject to approval by the Clerk of the design.

**c) Request for use of the Village Green**

It was RESOLVED to approve the request for use of the Village Green subject to adequate risk assessment being in place.

**d) Request regarding improvements to bar and chilled storage at Mulsanne Pavilion**

It was RESOLVED to approve the request to allow improvements to bar and chilled storage at Mulsanne Pavilion.

**e) Request for suggestions regarding sustainable travel.**

It was RESOLVED to make the below suggestions to Lincolnshire County Council:

- Bike Lockers near the former Brown Cow site, to allow cyclist to store bikes and take a bus into Lincoln.
- Bus Information boards and signage to indicate the location of bus stops in Nettleham.
- Real time bus information.
- A pedestrian and cycle crossing located at the Nettleham Road Roundabout on the A46.
- A pavement/footpath along the entire length of Lodge Lane.

**f) Correspondence regarding highways issues Sudbrooke Lane.**

Members noted the correspondence, and it was RESOLVED to highlight to Lincolnshire County Council the increased use of Sudbrooke Lane as a Rat Run and ask them to reinstate the signage showing that Sudbrooke Lane is a single-track lane with passing places, which was removed as it was in a state of ill-repair, but never replaced and consider a speed limit reduction.

**g) Vulcan Aircraft Crash Commemoration October 2025**

Members noted the correspondence.

**h) Request regarding parking.**

It was RESOLVED to refuse the request.

*Action Point – Clerk to respond to correspondence as required.*

**13. Date of Next Meeting of the Parish Council / Any Future Agenda Items – ANNUAL COUNCIL MEETING arranged for Tuesday 21<sup>st</sup> MAY 2024, commencing at 7.30pm (Public session from 7.15pm), in the Small Hall at The Old School, Nettleham.**

Members noted the time and date of the next meeting. There were no suggested items for the next agenda.

**The meeting closed at 8.46 pm.**



## APPENDIX A



## Schedule of Payments

April 2024

Invoice Date	Ref	Supplier	Nett	VAT	Total
18/03/2024	168	ESPO	94.20	18.84	113.04
18/03/2024	169	ACTIVE8	29.25	5.85	35.10
21/03/2024	170	ICCM	95.00	0.00	95.00
15/03/2024	171	VENTURE SIGNS	247.00	49.40	296.40
15/03/2024	172	SYSTEMATIC	105.00	21.00	126.00
13/03/2024	173	MKM	12.50	2.50	15.00
19/03/2024	174	LALC	175.00	13.00	188.00
15/03/2024	175	PESTCOTEK	109.00	21.80	130.80
18/03/2024	176	TUCANN	102.00	20.40	122.40
18/03/2024	177	ANDREW DONOHOE	47.00	0.00	47.00
31/03/2024	180	CLEAN SWEEP	280.00	56.00	336.00
28/03/2024	181	CONTINENTAL	652.13	130.43	782.56
31/03/2024	182	ACTIVE8	48.25	9.65	57.90
22/03/2024	183	DAVID BEER	250.00	0.00	250.00
31/03/2024	184	LINC WEB DESIGN	201.00	0.00	201.00
25/03/2024	185	KONICA	68.10	13.62	81.72
01/04/2024	186	WEST LINDSEY DC	1329.90	0.00	1329.90
01/04/2024	187	RIALTAS	580.00	116.00	696.00
01/04/2024	188	RIALTAS	1221.00	244.20	1465.20
01/04/2024	189	RIALTAS	275.00	55.00	330.00
01/04/2024	190	RIALTAS	1650.00	330.00	1980.00
02/04/2024	191	SLCC	120.00	24.00	144.00
<b>TOTAL INVOICES</b>			<b>7691.33</b>	<b>1131.69</b>	<b>8823.02</b>

05/03/2024	CB051	Co-operative Bank	13.96	0.00	13.96
11/03/2024	CB052	SMARTEST ENERGY	102.86	5.14	108.00
12/03/2024	CB053	OCTOPUS ENERGY LTD.	220.86	11.04	231.90
11/03/2024	CB054	BT	73.10	14.62	87.72
18/03/2024	CB056	SMARTEST ENERGY	276.55	13.83	290.38
18/03/2024	CB057	SMARTEST ENERGY	283.47	14.17	297.64
18/03/2024	CB058	AW WAVE	155.36	0.00	155.36
20/03/2024	CB059	AW WAVE	5.70	0.00	5.70
18/03/2024	CB060	AW WAVE	57.72	0.00	57.72
21/03/2024	CB061	PENTAGON LINCOLN	66.66	13.33	79.99
20/03/2024	CB062	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
22/03/2024	CB063	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
21/03/2024	CB064	EE	88.00	17.60	105.60
18/03/2024	CB065	SMARTEST ENERGY	156.76	7.84	164.60
29/03/2024	CB066	DATAPLAN PAYROLL LTD	61.50	12.30	73.80
31/03/2024	157	Amazon	0.00	0.00	303.77
31/03/2024	158	Curry's	0.00	0.00	364.99
31/03/2024	159	Royal Mail	0.00	0.00	77.50
27/03/2024	172		8.10	0.00	8.10
22/03/2024	173	DATAPLAN PAYROLL LTD	5109.65	0.00	9627.77
31/03/2024	178	Landlife Wildflowers	0.00	0.00	117.50
31/03/2024	179	Marshalls Garden CO. LTD	0.00	0.00	34.98
<b>TOTAL CASHBOOK</b>			<b>7086.25</b>	<b>191.06</b>	<b>12694.17</b>
<b>TOTAL PAYMENTS</b>			<b>14777.58</b>	<b>1322.75</b>	<b>21517.19</b>

Key: <b>Green</b> – complete <b>Amber</b> - in progress <b>Black</b> - outstanding				
Minute No	Action	Assigned to	Notes	Status
<b>NPC Full Council 23/01/24</b>				
<b><u>7a</u></b>	<i>RFO to investigate queries relating to Anglian Water discount and feedback.</i>	<i>RFO</i>	<i>Request made for reduction, awaiting feedback</i>	<i>In progress</i>
<b><u>8b</u></b>	<i>Conservation Working Group</i> <ul style="list-style-type: none"> <li>• <i>Pursue highlighted issue with Lincolnshire County Council.</i></li> <li>• <i>Begin work on a plan, for submission to full council to promote traffic calming in the village centre.</i></li> </ul>	<i>Working group</i>	<ul style="list-style-type: none"> <li>• <i>Support from LCC Councillor confirmed, meeting to be arranged.</i></li> <li>• <i>Anticipated to be completed within 6 months.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>In progress</i></li> <li>• <i>In progress</i></li> </ul>
<b>NPC Full Council 19/03/24</b>				
<b><u>6</u></b>	<i>Facilities Manager to provide a recommendation regarding the Target board to the next Council Meeting.</i>	<i>FM</i>	<i>Tools have been ordered for removal of the board and further discussions regarding MUGA layout changes will come forward to the Property Committee.</i>	<i>In progress</i>
<b><u>8c</u></b>	<i>RFO to update all bank mandates to remove A. Henderson, and to remove J. Finn from the John Moss account and add C. Thomas, L. Waller, A. White, D. Newsam &amp; P. McNeill. RFO also to report back on funds held in John Moss account to allow Council to resolve how these should be distributed.</i>	<i>RFO</i>		<i>In progress</i>
<b><u>9</u></b>	<i>Facilities Manager in conjunction with the Chairman of the Council, The Chairman of the Properties Committee, and the Lead Councillor of the Swathe</i>	<i>FM</i>	<i>3 quotes received , contractor appointed and works planned to commence W/C 25<sup>th</sup> May</i>	<i>Complete</i>

	<i>Working Group to consider no less than 3 quotes, choose which to accept and instruct the contractor accordingly.</i>			
	<i>Instruct Architect to produce plan.</i>			
<b>NPC FULL COUNCIL 16/04/24</b>				
<u>9a</u>	<i>Clerk to contact LCC to request Archer Surveys of Vicarage Lane, High Street and Church Street.</i>	<i>Clerk</i>		
<u>9a</u>	<i>Clerk/ Working Group to investigate borrowing Speed Watch equipment once Training had taken place.</i>	<i>Clerk/Cllr C. P</i>		
<u>10</u>	<i>Climate Change Working Group to consider the responses and re-draft the Biodiversity Policy</i>	<i>CCWG</i>	<i>To be considered at June meeting</i>	<i>Complete</i>
<u>11</u>	<i>Facilities Staff / Conservation Working Group to arrange for purchase/planting of trees, moving of the planters and Facilities Manager to include planters in planting/maintenance contract.</i>	<i>FM/Cllr A.S</i>		
<u>12b/c/d/f/h</u>	<i>Inform correspondents of Councils' decision</i>	<i>Clerk</i>		<i>Complete</i>
<u>12e/f/</u>	<i>Write to LCC regarding highways matters / sustainable travel suggestions</i>	<i>Clerk</i>		

**Other notes:**

No bye-election has been called for the vacancy resulting from the non -attendance of J. Healy and the Council may now co-opt to this vacancy.



Invoice Date	Ref	Supplier	Nett	VAT	Total
02/04/2024	197	ELMS	155.00	0.00	155.00
15/04/2024	198	NETTLEHAMFC	219.00	0.00	219.00
18/04/2024	199	PESTCOTEK	109.00	21.80	130.80
09/04/2024	200	SAC BOILER PLANT LTD	197.91	39.58	237.49
11/04/2024	201	KONICA	79.35	15.87	95.22
18/03/2024	202	WLDC	70.00	0.00	70.00
22/04/2024	203	ESPO	161.35	32.27	193.62
30/04/2024	204	CLEAN SWEEP	350.00	70.00	420.00
23/04/2024	205	ACTIVE8	29.25	5.85	35.10
02/05/2024	206	ACTIVE8	48.25	9.65	57.90
25/04/2024	207	JAMES HEATH	35.00	0.00	35.00
23/04/2024	208	LINCOLNSHIRE FLOOR	48.74	9.75	58.49
19/04/2024	209	RIALTAS	825.00	165.00	990.00
30/04/2024	210	LINC WEB DESIGN	171.00	0.00	171.00
30/04/2024	211	CONTINENTAL	15.39	3.08	18.47
30/04/2024	212	CONTINENTAL	2495.49	499.10	2994.59
30/04/2024	213	SHELLEY SIGNS	127.00	25.40	152.40
03/05/2024	214	TYSON MOWERS	17.11	3.42	20.53
30/04/2024	215	LALC	60.00	12.00	72.00
03/05/2024	216	SARA BRIGHT	450.00	0.00	450.00
<b>TOTAL INVOICES</b>			<b>5663.84</b>	<b>912.77</b>	<b>6576.61</b>

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23/04/2024	BACS	DATAPLAN PAYROLL LTD	10899.99	0.00	10899.99
05/04/2024	CB067	Co-operative Bank	13.96	0.00	13.96
08/04/2024	CB068	BT	73.10	14.62	87.72
10/04/2024	CB069	SMARTEST ENERGY	102.04	5.96	108.00
10/04/2024	CB070	OCTOPUS ENERGY LTD.	150.23	7.51	157.74
10/04/2024	CB071	SMARTEST ENERGY	160.95	8.05	169.00
12/04/2024	CB072	AMAZON	86.46	17.29	103.75
03/04/2024	CB073	ADSDF Ltd	300.00	60.00	360.00
16/04/2024	CB074	SMARTEST ENERGY	173.18	8.66	181.84
16/04/2024	CB075	SMARTEST ENERGY	260.09	13.00	273.09
16/04/2024	CB076	SMARTEST ENERGY	344.65	17.23	361.88
22/04/2024	CB077	FLEETDRIVE MANAGEMENT	306.00	61.19	367.19
22/04/2024	CB078	EE	94.93	18.99	113.92
22/04/2024	CB079	PERSONNEL ADVICE & SOLUTIONS	100.00	20.00	120.00
24/04/2024	CB080	VATIX	118.65	23.73	142.38
30/04/2024	CB081	DATAPLAN PAYROLL LTD	67.59	13.52	81.11
30/04/2024	CB082	BT	95.04	19.01	114.05
03/05/2024	CB083	PDFSAM Enhanced	93.95	0.00	93.95
03/05/2024	CB084	Co-operative Bank	13.96	0.00	13.96
08/05/2024	CB085	BT	80.78	16.16	96.94
09/05/2024	CB086	OCTOPUS ENERGY LTD.	95.52	4.78	100.30
10/05/2024	CB087	WICKES	174.75	34.95	209.70
10/05/2024	CB088	SMARTEST ENERGY	102.86	5.14	108.00
10/05/2024	CB089	SMARTEST ENERGY	230.48	11.52	242.00
<b>TOTAL CASHBOOK</b>			<b>14139.16</b>	<b>381.31</b>	<b>14520.47</b>

<b>TOTAL PAYMENTS</b>	<b>19803.00</b>	<b>1294.08</b>	<b>21097.08</b>
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Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date



# Nettleham Parish Council

## **Accounting Statements**

Financial Year Ending 31<sup>st</sup> March 2025

**Period Ending Month 1 – 30<sup>th</sup> April 2024**

Summary Income & Expenditure by Budget Heading 01/04/2024

Month No: 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	204,747	204,747	208,007	3,260			98.4%
	Expenditure	9,715	9,715	100,288	90,573	373	90,200	10.1%
	Net Income over Expenditure	<u>195,032</u>	<u>195,032</u>	<u>107,719</u>	<u>(87,313)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>195,032</u>	<u>195,032</u>	<u>107,719</u>	<u>(87,313)</u>			
102	OLD SCHOOL							
	Income	2,984	2,984	29,250	26,266			10.2%
	Expenditure	1,179	1,179	37,102	35,923	1,380	34,543	6.9%
	Movement to/(from) Gen Reserve	<u>1,805</u>	<u>1,805</u>					
103	BURIAL GROUNDS							
	Income	980	980	15,000	14,020			6.5%
	Expenditure	121	121	12,980	12,859		12,859	0.9%
	Movement to/(from) Gen Reserve	<u>859</u>	<u>859</u>					
104	ALLOTMENTS							
	Income	0	0	23	23			0.0%
	Expenditure	0	0	2,163	2,163		2,163	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
105	VILLAGE/PARISH FACILITES							
	Expenditure	547	547	60,702	60,155	1,218	58,936	2.9%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(547)</u>	<u>(547)</u>	<u>(60,702)</u>	<u>(60,155)</u>			
106	MULSANNE PARK							
	Income	105	105	11,500	11,395			0.9%
	Expenditure	1,484	1,484	28,141	26,657	95	26,562	5.6%
	Net Income over Expenditure	<u>(1,379)</u>	<u>(1,379)</u>	<u>(16,641)</u>	<u>(15,262)</u>			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>(1,379)</u>	<u>(1,379)</u>	<u>(16,641)</u>	<u>(15,262)</u>			
107	BISHOPS PALACE SITE							
	Expenditure	115	115	5,052	4,937		4,937	2.3%
108	NEIGHBOURHOOD PLAN							
	Expenditure	0	0	2,400	2,400		2,400	0.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(2,400)</u>	<u>(2,400)</u>			
109	PARISH OFFICE							
	Expenditure	0	0	111	111		111	0.0%
112	THE SWATHE							
	Expenditure	300	300	1,200	900		900	25.0%
120	LCC - GRASS CUTTING							
	Income	0	0	2,646	2,646			0.0%
	Expenditure	0	0	10,565	10,565		10,565	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
130	CAPITAL EXPENDITURE							
	Expenditure	0	0	4,258	4,258	300	3,958	7.0%
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(4,258)</u>	<u>(4,258)</u>			
131	CAPITAL INCOME							
	Income	6,262	6,262	4,000	(2,262)			156.5%
	plus Transfer from EMR	0	0	0	0			

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less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	6,262	6,262	4,000	(2,262)			
<b>201 FIELDPATHS</b>							
Expenditure	0	0	2,414	2,414		2,414	0.0%
<b>Grand Totals:- Income</b>	<b>215,078</b>	<b>215,078</b>	<b>270,426</b>	<b>55,348</b>			<b>79.5%</b>
Expenditure	13,461	13,461	267,376	253,915	3,366	250,548	6.3%
<b>Net Income over Expenditure</b>	<b>201,616</b>	<b>201,616</b>	<b>3,050</b>	<b>(198,566)</b>			
plus Transfer from EMR	0	0	0	0			
less Transfer to EMR	0	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>201,616</b>	<b>201,616</b>	<b>3,050</b>	<b>(198,566)</b>			

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<b>101 ADMINISTRATION</b>								
1176 PRECEPT RECEIVED	201,500	201,500	201,500	0			100.0%	
1183 ADM - INCOME JOHN MOSS	0	0	7	7			0.0%	
1184 ADM - INCOME MISC	55	55	300	246			18.2%	
1196 ADM - INTEREST REC'D	3,192	3,192	6,200	3,008			51.5%	
<b>ADMINISTRATION :- Income</b>	<b>204,747</b>	<b>204,747</b>	<b>208,007</b>	<b>3,260</b>			<b>98.4%</b>	<b>0</b>
1101 ADM - STAFF SALARIES	6,481	6,481	60,027	53,546		53,546	10.8%	
1104 ADM - CONTRACTOR COSTS	286	286	3,600	3,314		3,314	8.0%	
1108 ADM - TRAINING	120	120	2,000	1,880	120	1,760	12.0%	
1109 ADM - STAFF TRAVEL	0	0	215	215		215	0.0%	
1112 ADM - WATER	0	0	410	410		410	0.0%	
1114 ADM - ELECTRICITY	0	0	1,890	1,890		1,890	0.0%	
1116 ADM - CLEANING MATERIALS	0	0	40	40		40	0.0%	
1117 ADM - CHAIRMAN'S ALL	0	0	250	250		250	0.0%	
1119 ADM - IT MANAGEMENT	3,151	3,151	10,000	6,849	27	6,822	31.8%	
1120 ADM - MISC EST COSTS	0	0	420	420		420	0.0%	
1121 ADM - TELEPHONE/BROADBAND	263	263	2,550	2,287		2,287	10.3%	
1122 ADM - POSTAGE	0	0	50	50		50	0.0%	
1123 ADM - PRINT/STATIONERY	0	0	1,000	1,000	26	974	2.6%	
1124 ADM - SUBSCRIPTIONS	(293)	(293)	900	1,193		1,193	(32.6%)	
1125 ADM - INSURANCE	0	0	4,650	4,650		4,650	0.0%	
1126 ADM - PROP. REPORTS	0	0	50	50		50	0.0%	
1127 ADM - P/COPIER CONTRCT	79	79	140	61		61	56.7%	
1129 ADM - ADVERTISING	(102)	(102)	500	602	102	500	0.0%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,500	1,500		1,500	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	0	300	300		300	0.0%	
1140 ADM - REFUSE COLLECTION	345	345	250	(95)		(95)	138.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	(630)	(630)	1,450	2,080		2,080	(43.4%)	
1158 ADM - BANK FEES	14	14	164	150		150	8.5%	
1162 ADM - S137 GRANTS	0	0	150	150		150	0.0%	
1163 ADM - LEGAL EXPENSES	0	0	1,000	1,000		1,000	0.0%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,000	2,000	98	1,902	4.9%	
<b>ADMINISTRATION :- Indirect Expenditure</b>	<b>9,715</b>	<b>9,715</b>	<b>100,288</b>	<b>90,573</b>	<b>373</b>	<b>90,200</b>	<b>10.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>195,032</b>	<b>195,032</b>	<b>107,719</b>	<b>(87,313)</b>				
<b>102 OLD SCHOOL</b>								
1281 OS-SMALL ROOM	1,371	1,371	13,500	12,129			10.2%	



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1282 OS-LARGE ROOM	1,490	1,490	15,000	13,510			9.9%	
1283 OS-KITCHEN	28	28	500	472			5.6%	
1285 OS-STORAGE INCOME	39	39	250	211			15.6%	
1287 OS-MEETING ROOM INCOME	56	56	0	(56)			0.0%	
<b>OLD SCHOOL :- Income</b>	<b>2,984</b>	<b>2,984</b>	<b>29,250</b>	<b>26,266</b>			<b>10.2%</b>	<b>0</b>
1201 OS-SALARIES	0	0	13,012	13,012		13,012	0.0%	
1202 OS-WAGES	0	0	2,200	2,200		2,200	0.0%	
1204 OS-CONTRACTOR COSTS	0	0	3,685	3,685		3,685	0.0%	
1212 OS-WATER	0	0	400	400		400	0.0%	
1214 OS-ELECTRICITY	263	263	2,200	1,937		1,937	12.0%	
1215 OS-GAS	518	518	4,410	3,892		3,892	11.7%	
1216 OS-CLEANING MATERIAL	0	0	610	610	27	583	4.4%	
1219 OS-PERFORMING RIGHTS	0	0	60	60		60	0.0%	
1220 OS-MISCELLANEOUS	0	0	50	50	19	31	37.2%	
1231 OS-ADVERTISING	0	0	300	300		300	0.0%	
1237 OS-ROUTINE MAINT/REPAIRS	198	198	2,000	1,802	1,334	468	76.6%	
1240 OS-REFUSE COLLECTION	200	200	440	240		240	45.5%	
1253 OS-LOAN REPAYMENTS	0	0	7,735	7,735		7,735	0.0%	
<b>OLD SCHOOL :- Indirect Expenditure</b>	<b>1,179</b>	<b>1,179</b>	<b>37,102</b>	<b>35,923</b>	<b>1,380</b>	<b>34,543</b>	<b>6.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,805</b>	<b>1,805</b>	<b>(7,852)</b>	<b>(9,657)</b>				
<b>103 BURIAL GROUNDS</b>								
1381 BG-INCOME	980	980	15,000	14,020			6.5%	
<b>BURIAL GROUNDS :- Income</b>	<b>980</b>	<b>980</b>	<b>15,000</b>	<b>14,020</b>			<b>6.5%</b>	<b>0</b>
1301 BG-SALARIES	0	0	4,134	4,134		4,134	0.0%	
1302 BF-WAGES	0	0	3,740	3,740		3,740	0.0%	
1312 BG-WATER RATES	0	0	85	85		85	0.0%	
1320 BG-MISCELLANEOUS	12	12	100	88		88	12.2%	
1336 BG-GRASS CUTTING	0	0	3,321	3,321		3,321	0.0%	
1337 BG-ROUTINE MAINTENANCE	109	109	500	391		391	21.8%	
1340 BG-REFUSE COLLECTION	0	0	100	100		100	0.0%	
1342 BG-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
<b>BURIAL GROUNDS :- Indirect Expenditure</b>	<b>121</b>	<b>121</b>	<b>12,980</b>	<b>12,859</b>	<b>0</b>	<b>12,859</b>	<b>0.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>859</b>	<b>859</b>	<b>2,020</b>	<b>1,161</b>				
<b>104 ALLOTMENTS</b>								
1481 ALL-INCOME	0	0	23	23			0.0%	
<b>ALLOTMENTS :- Income</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>23</b>			<b>0.0%</b>	<b>0</b>

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1402 ALL-WAGES	0	0	1,260	1,260		1,260	0.0%	
1412 ALL-WATER RATES	0	0	250	250		250	0.0%	
1413 ALL-RENT	0	0	53	53		53	0.0%	
1437 ALL-ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1438 ALL-ELECTRICITY	0	0	100	100		100	0.0%	
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,163</b>	<b>2,163</b>	<b>0</b>	<b>2,163</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,140)</b>	<b>(2,140)</b>				
<b><u>105 VILLAGE/PARISH FACILITES</u></b>								
1501 VF-SALARIES	0	0	10,850	10,850		10,850	0.0%	
1502 VF-WAGES	0	0	12,440	12,440		12,440	0.0%	
1503 VF -TRAVEL ALLOW - F/STAFF	0	0	112	112		112	0.0%	
1504 VF-CONTRACTOR COSTS	0	0	1,000	1,000	429	571	42.9%	
1505 VF - WORKS VEHICLE	306	306	4,200	3,894	0	3,894	7.3%	
1512 VF-WATER RATES	0	0	60	60		60	0.0%	
1514 VF-ELECTRICITY	0	0	160	160		160	0.0%	
1520 VF-MISCELLANEOUS	0	0	750	750	282	468	37.6%	
1521 VF - SPEED REDUCTION	0	0	7,000	7,000		7,000	0.0%	
1532 VF - COMMUNITY EVENTS	0	0	600	600		600	0.0%	
1533 VF-CHRISTMAS TREE COSTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	0	0	2,000	2,000		2,000	0.0%	
1536 VF-GRASS CUTTING	0	0	5,730	5,730		5,730	0.0%	
1537 VF-ROUTINE MAINTENANCE	0	0	1,000	1,000	20	980	2.0%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	0	500	500		500	0.0%	
1540 VF-REFUSE COLLECTION	0	0	50	50		50	0.0%	
1541 VF-WEED SPRAYING	0	0	1,400	1,400		1,400	0.0%	
1542 VF-TREE MAINTENANCE	0	0	4,000	4,000	450	3,550	11.3%	
1544 VF-TREE MAINTENANCE HIGHWAYS	0	0	500	500		500	0.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	0	0	2,600	2,600		2,600	0.0%	
1551 VF-VILLAGE SEATS - MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
1564 VF - DEFIBRILATOR	0	0	100	100		100	0.0%	
1565 VF - PPE EQUIPMENT	86	86	650	564	38	526	19.1%	
1566 VF - TOOLS /SUNDRIES	0	0	2,000	2,000		2,000	0.0%	
1567 VF - OLD QUARRY PROJECT	155	155	0	(155)		(155)	0.0%	
<b>VILLAGE/PARISH FACILITES :- Indirect Expenditure</b>	<b>547</b>	<b>547</b>	<b>60,702</b>	<b>60,155</b>	<b>1,218</b>	<b>58,936</b>	<b>2.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(547)</b>	<b>(547)</b>	<b>(60,702)</b>	<b>(60,155)</b>				
<b><u>106 MULSANNE PARK</u></b>								
1681 MP-GROUND LETTINGS	0	0	9,400	9,400			0.0%	

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1682 MP-PAVILION LETTINGS	75	75	1,600	1,525			4.7%	
1684 MP-MISC INCOME	30	30	500	470			6.0%	
<b>MULSANNE PARK :- Income</b>	<b>105</b>	<b>105</b>	<b>11,500</b>	<b>11,395</b>			<b>0.9%</b>	<b>0</b>
1601 MP-SALARIES	0	0	3,676	3,676		3,676	0.0%	
1602 MP-WAGES	0	0	3,740	3,740		3,740	0.0%	
1604 MP-CONTRACTOR COSTS	0	0	3,000	3,000		3,000	0.0%	
1612 MP-WATER RATES	0	0	1,200	1,200		1,200	0.0%	
1614 MP-ELECTRICITY	150	150	1,911	1,761		1,761	7.9%	
1615 MP-GAS	260	260	2,260	2,000		2,000	11.5%	
1616 MP-CLEANING MATERIALS	0	0	600	600	55	545	9.1%	
1619 MP-PERFORMING RIGHTS	70	70	275	205		205	25.5%	
1620 MP-MISCELLANEOUS	0	0	200	200		200	0.0%	
1621 MP-TELEPHONE	0	0	350	350		350	0.0%	
1636 MP-GRASS CUTTING	219	219	6,154	5,935		5,935	3.6%	
1637 MP-ROUTINE MAINT/REPAIRS	0	0	2,000	2,000	40	1,960	2.0%	
1640 MP-REFUSE COLLECTION	785	785	975	190		190	80.5%	
1641 MP-WEED SPRAYING	0	0	800	800		800	0.0%	
1642 MP-TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
<b>MULSANNE PARK :- Indirect Expenditure</b>	<b>1,484</b>	<b>1,484</b>	<b>28,141</b>	<b>26,657</b>	<b>95</b>	<b>26,562</b>	<b>5.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,379)</b>	<b>(1,379)</b>	<b>(16,641)</b>	<b>(15,262)</b>				
<b>107 BISHOPS PALACE SITE</b>								
1702 BP - WAGES	0	0	1,247	1,247		1,247	0.0%	
1712 BP - WATER	0	0	60	60		60	0.0%	
1713 BP - RENT	115	115	277	162		162	41.5%	
1736 BP - GRASS CUTTING	0	0	1,968	1,968		1,968	0.0%	
1737 BP - ROUTINE MAINTENANCE	0	0	500	500		500	0.0%	
1742 BP - TREE MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
<b>BISHOPS PALACE SITE :- Indirect Expenditure</b>	<b>115</b>	<b>115</b>	<b>5,052</b>	<b>4,937</b>	<b>0</b>	<b>4,937</b>	<b>2.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(115)</b>	<b>(115)</b>	<b>(5,052)</b>	<b>(4,937)</b>				
<b>108 NEIGHBOURHOOD PLAN</b>								
1820 NP-MISCELLANEOUS	0	0	2,400	2,400		2,400	0.0%	
<b>NEIGHBOURHOOD PLAN :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>2,400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,400)</b>	<b>(2,400)</b>				

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<b>109 PARISH OFFICE</b>								
1937 PO-ROUTINEMAINT/REPAIRS	0	0	111	111		111	0.0%	
PARISH OFFICE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>111</b>	<b>111</b>	<b>0</b>	<b>111</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(111)</b>	<b>(111)</b>				
<b>112 THE SWATHE</b>								
2036 TS - GRASS CUTTING	0	0	300	300		300	0.0%	
2037 TS - ROUTINE MAINT/REPAIRS	300	300	300	0		0	100.0%	
2038 TS - RENT	0	0	100	100		100	0.0%	
2042 TS - TREE MAINTENANCE	0	0	500	500		500	0.0%	
THE SWATHE :- Indirect Expenditure	<b>300</b>	<b>300</b>	<b>1,200</b>	<b>900</b>	<b>0</b>	<b>900</b>	<b>25.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(300)</b>	<b>(300)</b>	<b>(1,200)</b>	<b>(900)</b>				
<b>120 LCC - GRASS CUTTING</b>								
12086 HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
LCC - GRASS CUTTING :- Income	<b>0</b>	<b>0</b>	<b>2,646</b>	<b>2,646</b>			<b>0.0%</b>	<b>0</b>
12036 HIGHWAY VERGES-GRASS CUTTING	0	0	10,565	10,565		10,565	0.0%	
LCC - GRASS CUTTING :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>10,565</b>	<b>10,565</b>	<b>0</b>	<b>10,565</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(7,919)</b>	<b>(7,919)</b>				
<b>130 CAPITAL EXPENDITURE</b>								
13003 MULSANNE PARK CAP PROJECTS	0	0	660	660		660	0.0%	
13004 SECTION 106 EXPENDITURE	0	0	17	17		17	0.0%	
13012 NEIGHBOURHOOD PLAN	0	0	2,449	2,449		2,449	0.0%	
13018 TS - BURIAL GD EXTENSION	0	0	930	930	300	630	32.3%	
13024 ELECTION EXPENSES	0	0	202	202		202	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>4,258</b>	<b>4,258</b>	<b>300</b>	<b>3,958</b>	<b>7.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,258)</b>	<b>(4,258)</b>				
<b>131 CAPITAL INCOME</b>								
13027 INCOME - MULSANNE PARK	0	0	4,000	4,000			0.0%	
13028 INCOME - SECTION 106	1,800	1,800	0	(1,800)			0.0%	
13125 INCOME - CIL	4,462	4,462	0	(4,462)			0.0%	
CAPITAL INCOME :- Income	<b>6,262</b>	<b>6,262</b>	<b>4,000</b>	<b>(2,262)</b>			<b>156.5%</b>	<b>0</b>
<b>Net Income</b>	<b>6,262</b>	<b>6,262</b>	<b>4,000</b>	<b>(2,262)</b>				

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>FIELDPATHS</u>								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	0	0	2,214	2,214		2,214	0.0%	
FIELDPATHS :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,414</u>	<u>2,414</u>	<u>0</u>	<u>2,414</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,414)</u>	<u>(2,414)</u>				
Grand Totals:- Income	<b>215,078</b>	<b>215,078</b>	<b>270,426</b>	<b>55,348</b>			<b>79.5%</b>	
Expenditure	<b>13,461</b>	<b>13,461</b>	<b>267,376</b>	<b>253,915</b>	<b>3,366</b>	<b>250,548</b>	<b>6.3%</b>	
<b>Net Income over Expenditure</b>	<u><b>201,616</b></u>	<u><b>201,616</b></u>	<u><b>3,050</b></u>	<u><b>(198,566)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>201,616</b></u>	<u><b>201,616</b></u>	<u><b>3,050</b></u>	<u><b>(198,566)</b></u>				



## BANK RECONCILIATION AND CASH POSITION

30th April 2024

<b>Account balance as at 30/04/24</b>	Co Op Current Account	10114.63
	Co Op 14 Day Account	549587.51
	Co Op Instant Access	5446.45
	<b>Total Funds as at 29/02/24</b>	<b>565148.59</b>
<b>General Reserves</b>	3 months running costs	<b>55013.25</b>
<b>Earmarked Reserves</b>	320 EM RESERVE - LARCH AVE - S10	23235.00
	322 EARMARKED RESERVES MP	9343.61
	323 EARMARKED RESERVES OS	12025.55
	324 EM RESERVE - MAJOR PROJECT	33249.00
	326 BILL BAILEY'S CAPITAL PROJECT	20104.19
	328 EM RESERVE MP PLAY EQUIP	50103.00
	329 EM RESERVE TENNIS COURT	26360.00
	333 EM Reserve BG- Memorial Safe	3555.00
	334 EMR Village Beck	3500.00
	335 EMR TS-BURIAL GD EXT	27075.47
	336 EMR FP-Permissive Paths	1207.00
	337 EMR ELECTION COSTS	3476.85
	338 EMR LEGAL COSTS	2010.00
	339 EMR TREE WORKS RESERVE	6420.00
	340 EMR MINSTER FIELDS	1000.00
	341 EMR CIL -COMM INFRASTR LEV	25416.63
	350 CAPITAL RECEIPTS RESERVE	6357.00
	<b>Total reserves</b>	<b>254438.30</b>
	<b>REMAINING FUNDS</b>	<b>255697.04</b>



## Analysis of Payments Made

April 2024

Date	Ref	Payee Name	Total	Detail
03/04/2024	CB073	ADSDF Ltd	360.00	ADSDF Ltd - Swaythe drawings
05/04/2024	CB067	Co-operative Bank	13.96	BACS Fees
08/04/2024	CB068	BT	87.72	BT - phones
10/04/2024	CB069	SMARTEST ENERGY	108.00	Smartest - Elec OS
10/04/2024	CB070	OCTOPUS ENERGY LTD.	157.74	Octopus - MP
10/04/2024	CB071	SMARTEST ENERGY	169.00	Smartest - Elec
12/04/2024	CB072	AMAZON	103.75	Amazon - Camo PPE
16/04/2024	CB074	SMARTEST ENERGY	181.84	Smartest - Gas O/S small hall
16/04/2024	CB075	SMARTEST ENERGY	273.09	Smartest - MP Gas
16/04/2024	CB076	SMARTEST ENERGY	361.88	Smartest - Gas O/S March
19/04/2024	CT	ESPO	113.04	7268316/168/ESPO
19/04/2024	CT1	Active8 Managed Technologies	93.00	124513/182/Active8 Managed Tec
19/04/2024	CT2	ICCM	95.00	17842/170/ICCM
19/04/2024	CT3	MKM B.S (Lincoln North) Ltd	15.00	0111/30041501/173/MKM B.S (Lin
19/04/2024	CT4	Lincs Association of Local Cou	188.00	14670/174/Lincs Association of Loc
19/04/2024	CT5	Pestocotek Ltd	130.80	12645/175/Pestocotek Ltd
19/04/2024	CT6	Tucann	122.40	26436/176/Tucann
19/04/2024	CT7	Andrew Donohoe	47.00	6/177/Andrew Donohoe
19/04/2024	CT8	Clean Sweep Commercial	336.00	49733/180/Clean Sweep Commercia
19/04/2024	CT9	Continental Landscapes	782.56	1102778/181/Continental Landsc
19/04/2024	CT10	David Beer	250.00	3378/183/David Beer
19/04/2024	CT11	Lincolnshire Web Design Ltd	201.00	1673/184/Lincolnshire Web Desi
19/04/2024	CT12	Venture Signs	296.40	4333/171/Venture Signs
22/04/2024	CT	West Lindsey District Council	70.00	32UHB60015/202/West Lindsey Di
22/04/2024	CB077	FLEETDRIVE MANAGEMENT LTD	367.19	Electric Van hire
22/04/2024	CB078	EE	113.92	EE
22/04/2024	CB079	PERSONNEL ADVICE & SOLUTIONS	120.00	Personnel Advice - March
23/04/2024	BACS	DATAPLAN PAYROLL LTD	10899.99	Dataplan - salaries/oncosts
24/04/2024	CB080	VATIX	142.38	Vatix - monthly & set up
30/04/2024	CT1	West Lindsey District Council	1329.90	1907016853/191/West Lindsey Di
30/04/2024	CT2	Rialtas Business Solutions Ltd	4471.20	SM29921/195/Rialtas
30/04/2024	CT3	SLCC	144.00	QL205075-3/196/SLCC
30/04/2024	CB081	DATAPLAN PAYROLL LTD	81.11	Dataplan - payroll
30/04/2024	CB082	BT	114.05	BT - MP
			<b>22340.92</b>	



### Nettleham Parish Council

### Section 137 Report

Date	Details	Amount
21/09/2023	RBL Poppy Wreath	17.49
23/11/2023	Half cost remembrance booklets	8.00

**Total      25.49**





### Schedule fo Regular Payments

Suoplier Name	Method	Details
Salaries	Direct Debit	Nett salaries
PAYE	Direct Debit	Income tax/NIC
LGPS Pension	Direct Debit	Pension payments
Nest Pension	Direct Debit	Pension payments
Dataplan	Direct Debit	Payroll administration
BT Group	Direct Debit	Broadband
VATix	Direct Debit	Lone working app
Personnel Advice	Standing Order	Personnel advice
EE	Direct Debit	Mobile telephone
Pescotek	BACS	Mole control
Lincoln Web Design	BACS	Office 365
Active 8	BACS	Telephone facilities
Bank	Direct Debit	Bank fees
Energy / Old School SH	Direct Debit	Gas
Energy / Old School LH	Direct Debit	Gas
Energy / Mulsanne Park	Direct Debit	Gas
Energy / Old School	Direct Debit	Electricity
Energy / Parish office	Direct Debit	Electricity
Energy / Mulsanne Park	Direct Debit	Electricity
Konica Minolta	BACS	Photocopier
Fleetdrive Management	Direct Debit	Vehicle lease
Anglian Water	Direct Debit	
Anglian Water	Direct Debit	
Anglian Water	Direct Debit	

All payments are variable

Approved at Annual Council Meeting 21st May 2024

Chairman .....

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

*Steve Fletcher*

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

We acknowledge as the members of:

Nettleham Parish Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://nettleham.pariah.lincolnshire.gov.uk/> ABLE WEBSITE/WEBPAGE ADDRESS

## Nettleham Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	271,200	325,448	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	191,298	196,023	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	103,866	104,579	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	87,499 87,449 Re-Stated	105,098	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	15,793	15,793	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	137,674	134,694	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	325,448	370,465	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	317,360	367,447	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,619,022	1,626,940	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	81,467	69,574	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

21/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



**NETTLEHAM PARISH COUNCIL**  
**GRANT & DONATIONS APPLICATION FORM**

The Group's address & contact details

NETTLEHAM CARNIVAL  
CO Village Hall Brookfield Ave  
Tel: 07792 813861 Tel:  
Email: nettleham Carnival team @ gmail . com

Amount of Grant Requested

£ 600

Purpose of the Grant

To help cover the cost of the event

How will the Parish residents benefit from the grant & how many?

over 2000 will attend Great Yearly Village event

How much does it cost to run the group per year?

£ 1500

Have you received funding from any other body in the past year?

YES / NO - if yes please give details.

Is the group/organisation a registered charity?

YES / NO - If yes, state your charity registration number  
TO FOLLOW

Do you have paid officers?

YES / NO - if yes please provide details

Any further comments in support of this grant application?

Costs of 1st Aid and Performers has increased every year and to startin to make the event not profitable

(Please tick the following, as appropriate).

- I enclose a copy of the organisations latest accounts along with any other relevant information.
- I agree that the information provided can be shared with Parish Council staff and Councillors.
- I agree the information provided can be held electronically and in paper format, by the Parish Council

Signature: David Newson Your Full Name: DAVID NEWSON

Position you hold in the group/organisation: CHAIRMAN Date: 14/5/24

**FOR OFFICE USE**

Date received..... Meeting Date..... Decision..... Minute Ref.....

**Notes on meeting with Millcroft Development on Thursday, May 2, 2024.**

Present: Steve Cook: Millcroft Development and Kevin HWD Architecture.

Councillors Christine Johnson, Colin Payne and Angela White: Nettleham Parish Council.

Councillors were shown a plan for 16 two bedroomed two storey cottage style houses on the Linelands site: copies of plan and house design were given to each Councillor.

The site plan fulfils biodiversity requirements and there is no affordable housing required.

This is because Linelands is classed a brown field site.

Councillors present were supportive of the site plan and the house designs.

It may be that one or two of the cottages could be replaced by flats in the final application.

A suggestion was made that a pond could aid the biodiversity score.

Questions were asked about the right of way between Linelands and Church View.

This has been agreed and is reduced in size from that originally requested by Longhurst Housing Association.

There is no obligation to Lincolnshire County Council and they will all be market value properties for the over 55s.

There is only a requirement for one parking space per property designed for older residents, as set out in the Nettleham Neighbourhood.

Details of the Review of the Nettleham Neighbourhood Plan are on the West Lindsey District Council website.

There are no trees with TPOs. The Tree Officer at West Lindsey, Carol Slingsby, wants the trees along the border with the properties behind Linelands to remain.

It is envisaged that the application will go in soon and that the old building will be demolished during the summer holidays this year.

When asked what the village thought about the site, the Councillors agreed that it is thought to be an eyesore and it needs to be replaced. It has been like this since April 1, 2013. There is already more provision of affordable housing in the village than originally envisaged. A further 33 are being built off Baker Drive.

There are flats and bungalows for the over 55s off Baker Drive and flats at Romangate.

The Age Concern UK coffee morning group would like to see a respite and rehabilitation facility but they know it won't happen on this site.



### SUGGESTED PARISH COUNCIL COMMITTEES & WORKING GROUPS 24-25

Committee	Property Committee:	Finance Committee:	HR Committee:
Required number of members as per TOR:	<b>5 Councillors</b>	<b>4 Councillors including the Chairs of the Council, HR Committee and Property Committee.</b>	<b>3 Councillors</b> <i>(In line with best practice the Chairman of the Council does not sit on the HR Committee).</i>
Current Membership/notes:	Cllr D Newsam Cllr P McNeill Cllr A Crook Cllr C Johnson Cllr C Payne	Committee Membership cannot be determined until the next meeting of the Property / HR Committee when the Chair of the relevant committees are appointed after which appointments are automatic. <b>Nominations can be taken for the 4<sup>th</sup> member subject to them not being appointed as the Chair of Property / HR.</b>	Cllr J McGuire Cllr A Simpson Cllr P McNeill

Working Group:	Neighbourhood Plan Review Panel:	Emergency Plan Working Group	Conservation Working Group	Climate Change Working Group	Speed Monitoring Working group
Required number of members as per TOR:	Not specified	Not specified but lead councillor required:	<b>2 Councillors plus any co-opted non councillors</b>	<b>2 Councillors plus any co-opted non councillors</b>	<b>2 Councillors plus any co-opted non councillors</b>
Current Membership/notes:	C Higham (Lead) J Evans Cllr Mrs A White Cllr C Johnson	<b>Lead Councillor required</b>	Cllr A Simpson (Lead) Cllr A White	Cllr C Johnson (Lead) Cllr J McGuire	Cllr C Payne (Lead) Vacancy

The Council Chairman and Vice Chair are *ex-officio* (no voting rights) on all Parish Council Working Groups & the Property Committee.

Honorary Legal Advisor – Mr Terry Williams

### PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES – 2024/25

VILLAGE HALL COMMITTEE (1 representative)	NETTLEHAM TWINNING ASSOCIATION (1 representative)
Vacancy	Vacancy

RED- indicates appointment required at this meeting

21/05/2024

**Item 9b**

Nettleham Parish Council

Review of Delegation:

<b>Function</b>	<b>Delegated to</b>	<b>In accordance with</b>
Authorise emergency or time related essential work up to a value of £1,000 Authorise expenditure up to £2,000 in conjunction with the Chairman of Council or appropriate committee	The Clerk/RFO (or Facilities Manager in the Clerk/RFO's absence)	Financial Regulations
Authority to spend up to £5000 (When within set budget)	A duly delegated committee of the council for items within its terms of reference.	Financial Regulations
Authorise expenditure up to £500 for repairs, renewals & maintenance	Clerk/RFO (or Facilities Manager in the Clerk/RFO's absence) in conjunction with the Chairman of the Council or appropriate committee,	Financial Regulations
Authorise and incur expenditure for other day to day expenses up to a maximum of £500	Clerk/RFO	Financial Regulations
In cases of extreme risk to the delivery of council services, authorise revenue expenditure on behalf of the council which in the Clerk's/RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,00	Clerk/RFO	Financial Regulations
Authorise the payment of items to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council.	Clerk/RFO	Financial Regulations
Fund transfers within the councils banking arrangements up to the sum of £10,000	Clerk/RFO	Financial Regulations
Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedure	Clerk	Standing Orders
Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary	Clerk	Standing Orders



**Item 9b**

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.	Clerk	Job Description
Supervise other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.	Clerk	Job Description
Supervise the Village Handypersons ensuring that they are clear about expected standards of performance, motivate, and develop to provide professional services. To coordinate and supervise Council Volunteers.	Facilities Manager	Job Description
To deal with correspondence and enquiries from Members of the Public, Premises hirers, and Councillors in respect of the council's properties, related assets, and facilities.	Facilities Manager	Job Description
To ensure (either personally or via delegation – see item 3.) that visual inspections of the council's play equipment are carried out on a regular timescale and that condition reports are completed. To co-ordinate the annual independent inspections of the Council's play area equipment.	Facilities Manager	Job Description
To maintain records relating to the Health and Safety and Welfare regulations and requirements. Undertake the Councils' Health and Safety Risk Assessments. Record report and follow up on the necessary actions to remove hazards or risks identified.	Facilities Manager	Job Description
To arrange for independent risk assessments (including fire) as statutorily required	Facilities Manager	Job Description
<ul style="list-style-type: none"> <li>To receive quarterly the financial reports from the RFO as set out in the Financial Regulations and Standing Orders</li> </ul>	Finance Committee	Committee TOR

21/05/2024

**Item 9b**

<p>and to make any recommendations to Full Council.</p> <ul style="list-style-type: none"> <li>• To appoint quarterly a Committee Member to carry out the internal control checks.</li> <li>• To receive budget and fees recommendations / requests from other Council Committees by no later than 1st November which will be used to inform budget recommendations made to Full Council.</li> <li>• To submit the precept, estimate to West Lindsey district Council in November based on the Committee's projected budget requirement at that time.</li> </ul>		
<ul style="list-style-type: none"> <li>• Maintenance &amp; policy setting regarding all the Council's assets (including properties' contents and equipment) and properties including the Office Building, Old School, Mulsanne Pavilion, The Beck, Recreation Areas, Green Spaces, Public Seating, Litter and Dog Waste Bins and War Memorials. Excluding disposal or sale of Council assets and/or properties which must be referred to Full Council</li> <li>• Management of Christmas illuminations.</li> <li>• Manage the early stages of Council contracts regarding property e.g., specifications and seeking of quotes, and to make a recommendation to Full Council regarding quotes received.</li> <li>• Submission of grant applications relating to council facilities or assets.</li> </ul>	Property Committee	Committee TOR
<ul style="list-style-type: none"> <li>• Review staff salaries and terms of conditions and make recommendations to Full Council</li> <li>• Review staffing structures and levels, making recommendations to Full Council</li> <li>• Take a lead in the recruitment of staff and make a recommendation for appointment to Full Council.</li> <li>• Agree and review annually, contracts of employment, job descriptions and person specifications for staff.</li> <li>• Establish and review performance management – including annual pay reviews and staff appraisals</li> </ul>	HR Committee	Committee TOR

**Item 9b**

<ul style="list-style-type: none"> <li>• Take a lead in any process leading to the dismissal of staff – including redundancy</li> <li>• In conjunction with the Health and Safety advisors, keep under review staff working conditions and health and safety matters, bringing recommendations to Full Council</li> <li>• Monitor and address regular or sustained staff absence</li> <li>• Consider and advise Full Council on any grievance or disciplinary matter and any appeal</li> <li>• Ensure health and safety regulations are adhered to</li> <li>• Address any other matters relating to HR issues</li> <li>• Recognise and record (on behalf of Full Council) outstanding contributions to the Council’s goals and the community</li> <li>• Appoint from the Full Council membership, three members to hear any formal grievance made or to carry out any formal disciplinary case.</li> <li>• In conjunction with the Health and Safety advisors review health and safety at work for all Council employees.</li> <li>• Ensure the Council complies with all legislative requirements relating to the employment of staff</li> <li>• Review HR related policies and make recommendations to Full Council</li> </ul>		
Facilitate the responses of the Council to planning matters, on the majority outcome of an email consultation with Parish Councillors, on occasions where a meeting will not be held before a planning deadline.	Clerk	Planning Response Policy

***The above list includes key items of delegation but is not exhaustive, other delegated functions/duties are recorded within the minutes of the relevant meeting /the relevant policy/the relevant terms of reference.***



# NETTLEHAM PARISH COUNCIL

## RISK MANAGEMENT POLICY

### 1 Background

Risk is the threat that an event or action will adversely affect the council's reputation or ability to successfully deliver its activities or objectives.

Risk management is the process by which risks are identified, assessed and controlled and is a requirement within the council's Financial Regulations that the Parish Council put arrangements in place for the management of risk.

The risk register assists the Parish Council to assess the risks it faces and to identify adequate steps to be taken to minimise them.

### 2 Policy Purpose

To provide a framework to assist the Council to:

- Identify activity areas to be reviewed;
- Identify what the risks may exist or arise;
- Evaluate the management and control of the risks and record the findings;
- Review, assess and revise the risks regularly and as required;
- Be able to demonstrate to residents and other stakeholders that the Council's risk management framework approach to risk is appropriate and proportionate

### 3 Implementation

The Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. Risk management will be reviewed regularly by the ~~Parish Clerk~~ RFO and included as a standing item on the agenda, for consideration by the Parish Council

### 4. Areas for Review

4.1 Areas the Parish Council will assess and review regularly fall within the following headings, using the council's risk assessment template:

- Governance
- Financial management;
- Insurance;
- Assets - including: buildings, land, equipment, inspection and maintenance;

- Staffing;
- Health and safety

#### 4.2 **Governance**

- Council policies and procedures are developed and reviewed regularly;
- Recruitment of Councillors to vacancies, as soon as possible;
- Councillors have access to relevant training to enable them to understand their responsibilities
- Councillors work within the code of conduct and understand the mechanisms for disclosure of interests.

#### 4.3 **Financial Management**

The Council will review at yearly intervals the following:-

- Financial Regulations, monitoring the administration of the Council's financial affairs.
- Its responsibility for appointing, by resolution, a Responsible Financial Officer who is responsible for all the financial administration.
- Its responsibility for appointing, by resolution, an independent Internal Auditor to carry out the intermediate checks of the Council's financial procedures and accounting records.
- The preparation of quarterly accounts to ensure that that there are sufficient balances in reserves and in line with the budget to meet the forthcoming invoices and costs for the remainder of the year and future projects.
- Its budgetary requirements in order to agree a precept figure to be submitted to the District Council for the next financial year.
- Contracts for yearly services i.e. mowing, alarm maintenance etc.
- Level of reserves.
- Banking arrangements.

#### 4.4 **Insurance**

The Council will review at yearly intervals the following:

- The requirement for its ~~Clerk~~ RFO to ensure adequate insurance of all the Council's risks.
- The insurance cover of all the Council's properties ensuring it is adequate in the current financial climate.
- Any necessary changes, amendments or any new requirements to be reported to the insurers throughout the year.
- Comparisons with the cover/policies offered by other companies to ensure best value.
- Any claims against the insurance cover whenever necessary.

#### 4.5 **Building/Land Inspections and Maintenance**

The Council will review and inspect at regular intervals the following:

- The condition of the internal and external fabric of the buildings in its care.
- The heating and lighting provided and emergency lighting on a monthly basis.

- The condition of equipment provided for employees' use.
- Arrangements for an annual professional inspection of all the portable appliances and every 6 years a full electrical inspection.
- Any renewals and replacements under future projects.
- The state of the car parking areas for repairs etc.
- All the public furniture and public spaces under the Parish Council jurisdiction.

The Council will arrange the following:

- A full monthly inspection of all the play equipment and safety surfaces and a quick check on a weekly basis for any emergency repairs.
- An annual professional independent inspection of all the play equipment and to follow up and carry out the necessary repairs and adjustments recommended in the inspector's report.
- At the Property Committee Budget meeting a review of the play area with a view to replacing any old or worn equipment or purchasing new additional items.

#### 4.6 **Staffing**

The Council will review when changes occur but at least on an annual basis the following:

- Terms and conditions of employment.
- Salaries.
- Staff training requirements.

#### 4.7 **Health and Safety**

The Council will review the following:

- On an annual basis the Council's Health and Safety Policy, which highlights the safety of all its employees and the use of all Council facilities.
- On an annual basis all premises for compliance with all food hygiene and other regulations.
- Annual inspections of:
  - Emergency lighting,
  - Legionella (e.g. water storage & showers)
  - fire extinguishers & alarms;
  - Gas Safe for gas appliances;
- All trees and hedging belonging to the Council for safety purposes on a regular basis but at least annually.

### 5 **Review**

This policy will be reviewed annually, or earlier as changes or legislation arise.



**NETTLEHAM PARISH COUNCIL RISK MANAGEMENT ASSESSMENT**

<b>LIKELIHOOD</b>	Highly probable 76–99%	4		<b>TREAT</b> - Take action to reduce risk exposure & introduce measures		<b>TERMINATE</b> - Stop activity generating the risk
	Probable 51%-75%	3				
	Possible 26%-50%	2				
	Unlikely 1%-25%	1	<b>TOLERATE</b> - Risk acceptable			<b>TRANSFER</b> – Usually via insurance or other arrangements
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Minor	Moderate	<b>Serious</b>	<b>Major</b>
<b>IMPACT</b>						

The above can assist as a visual tool in the assessment of risk

- Key:**
- Green risks – considered reasonably acceptable. It is unlikely that further additional measures are required to control these risks
  - Amber risks - reasonably acceptable, however, further additional measures may be needed to treat and reduce exposure of the risk. Amber risks should be monitored regularly and reported periodically to council
  - Red risks - these are not acceptable to the council and immediate action is required to bring the risk down to a lower category. The Chairman and council must be advised of any red risk areas and action planned to control the risk. Any action taken must be in accordance with the council’s Standing Orders and Financial Regulations.



### RISK MANAGEMENT ASSESSMENT TEMPLATE FORM

(Clerk = combined Clerk/RFO role)

POTENTIAL RISK	Impact	Likelihood	Risk rating	Controls to minimise risk	Additional controls required/In place	Timescales	Responsible For
<b>GOVERNANCE</b>							
Breach or absence of up to date Standing Orders	1	1		S.O. – annual review All Councillors have <b>access</b> to a copy Induction/training for new Cllrs.	Refreshers/ updates for Cllrs	Ongoing	Clerk Chair
Lack of awareness of changes in legislation & good practice	2	1		Attendance at training Good Cllr guide for all Cllrs Reports & papers from Clerk	All new Cllrs to attend training Regular updates via County Assoc website, newsletter	Ongoing	Clerk
Working within powers & duties	2	1		Clerk attends regular training & holds CiICA qualification and maintains CPD as a PSLCC. LALC updates	Councillors to attend regular training	Ongoing	Clerk Chair
Lack of commitment to policies & procedures	2	1		Reference to legislation/policy in agenda items & in reports	Annual updates – via P&Ss Panel & agreed by NPC	Ongoing	Clerk/ <b>RFO</b> Chair
Councillors fail to declare interests	2	2		Cllrs sign declaration of interests (DOI) DOI included on every agenda	Periodic refresher/ information for Cllrs	Ongoing	Clerk Chair
Libel or slander claims received	2	1		Insurance in place	Annual review of insurance – Clerk meets arranges with broker annual	Ongoing	<b>RFO</b>

Poor relationships with District council & other parishes	2	1		District Cllrs invited to meetings Liaison with other Clerks & with D.C. teams – elections/member services / planning.	Chairman has regular contact with District Cllrs & other Parish Chairs. Joint working/ sharing of knowledge in place	Ongoing	Clerk Chair
Lack of effective lines of communication with parish residents	2	2		Regular articles in Nettleham Matters, updates on website & facebook.	Key information posted on 3 x notices: meetings, audit, contact details	Ongoing	Clerk
	<b>Impact</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>Controls to minimise risk</b>	<b>Additional controls required/In place</b>	<b>Timescales</b>	<b>Responsible For</b>
<b>FINANCIAL MANAGEMENT</b>							
Precept inadequate	2	1		Robust review and development of budget	Monthly monitoring of income & expenditure at PC meetings	Ongoing	<del>Clerk</del> RFO Chair
Incomplete or inaccurate financial records	2	1		Financial monitoring software in place – cash books, sales ledger. Petty cash monthly balancing. Cash received procedure in place	Monthly reconciliation – payments & sales ledger & bank statements Ongoing review of procedures. Internal audit in place.	Ongoing	<del>Clerk</del> RFO A/C's Asst
Breach of Financial Regulations	2	1		Financial Regulations (FR) reviewed annually. Councillor have copy of FR's. Clerk ensures expenditure within FR	Councillors to attend training & reference to governance & accountability guidance (audit) Clerk attends financial training	Annual	All
Council overspend on budget				Income & expenditure monitored closed by CL/RFO	Income & expenditure report to PC meeting monthly	Ongoing	<del>Clerk</del> RFO
Incorrect VAT claim or non-compliance	2	1		RFO scrutinises all invoices to maximise reclaim	Accounts Asst. posts invoices & claim – then signed off RFO	Ongoing	<del>Clerk</del> RFO

Banking errors /charges	1	1		Bank reconciliation – monthly Bank balances checked	Monitor fees charged Tel transfer of funds in place	Ongoing	Clerk RFO
Insufficient signatories	2	1		All Councillors to be signed up as signatories	Ensure bank signatory information updated	As arise	Clerk RFO
Loss of interest	2	2		Review interest rates & providers regularly	Investigate options for higher yield investments. Develop Investment policy	Dec 19	Clerk RFO Chair
Loss or theft of cash	1	1		Fidelity insurance in place	Cash locked in safe /banked timely	Ongoing	Clerk RFO
Loss or theft of assets	2	1		Keep assets secure Asset register to council annually for review	Ensure asset register kept up to date. Ensure insurance cover sufficient	May 20	Clerk RFO
Grant funding – loss of or not used correctly	3	2		Monitoring of project & claim milestones. Robust monitoring of grant expenditure	Bill Bailey's - Use of project plan to keep on track. Update residents with progress report using range of methods	Oct 19	Clerk & RFO
	<b>Impact</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>Controls to minimise risk</b>	<b>Additional controls required/In place</b>	<b>Timescales</b>	<b>Responsible For</b>
Payments made without prior approval and adequate control	2	1		Payments made in line with F.R & approved in council meetings, recorded in minutes 2 signatories required	Payments made, reported to Council monthly (retrospectively)	Ongoing	Clerk RFO
Items purchased without proper tendering procedures	2	1		Procedures in line with F.R.s. Estimates/quotations procedure in place. Testing for competitiveness & VFM	Purchase Order system in place & reconciliation against invoice received for payment	Ongoing	Clerk RFO
Failure to maximise Income	2	1		Sales invoices monitored & statements & tel contact made to debtors	Identify potential funding opportunities & update council.	Ongoing	Clerk A/C Asst

Salaries paid incorrectly & not in accordance with F. Regs & incorrect deductions collected & paid to HMRC & pension providers	1	1		Use large external payroll contractors. Monthly salary calculation report checked by Clerk before authorisation to make payments	Monthly reports & payments to HMRC & pension providers reconciled against bank statement entries	Ongoing	<del>Clerk</del> RFO
Late submission or failure to prepare & submit year end accounts to external auditors within timescales	3	1		Assistance received with year end close down procedures on financial system by RBS. Annual AGAR signed off by Parish Council (May/June)	Internal auditor visit to check year end & signs off annual accounting statement. Standing Orders sets out timetable	½ yearly audits	<del>Clerk</del> RFO
<b>INSURANCE</b>							
Council has inadequate cover	2	1		Insurance cover reviewed annually including for: Public liability, Assets Employers liability, Fidelity, Libel/slander, Loss of revenue, property damage, personal accident, money & assault	Clerk meets annually with insurance broker representative to discuss cover.	annual	<del>Clerk</del> RFO
	<b>Impact</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>Controls to minimise risk</b>	<b>Additional controls required/In place</b>	<b>Timescales</b>	<b>Responsible For</b>
<b>BUILDINGS, LAND &amp; ASSET INSPECTION &amp; MAINTENANCE</b>							
Lack of information on property, land & equipment				Electronic deed information available. Copies of licences/ agreements held in safe	Arrange a regular review of buildings & valuation of assets & equipment	Annual	Clerk

Failure to identify & value assets/land & equipment correctly	2	2		Assets recorded & updated. Asset register reviewed and updated regularly, at least annually in line with external audit requirements	Arrange professional re-valuation of land & buildings for asset register	2020/21	Clerk RFO
Major work identified to buildings/assets – not already identified or budgeted for	2	1		Regular inspection of facilities undertaken.	Earmarked reserves in place for key assets General fund – healthy position	ongoing	F Mgr
<b>STAFFING</b>							
Inadequate staffing capacity to fulfil the council's roles & responsibilities	2	1		Annual appraisals in place & training requirement reviewed. Regular meetings between Clerk & Chairman – any issues arising and priorities	Ongoing review of staff structure e.g. clerk/RFO responsibilities for business continuity	Annual/ Ongoing	Clerk F.Mgr
Notice received or ill health of key staff e.g. Clerk	3	1		Job description/Person Spec in place to expedite recruitment process. 3 mth notice required by Clerk.	Passwords available to Chair & Vice chair in emergency. <del>Review of staff structure</del>	Sept-19	Chair HR Committee
Inadequate training				Council membership of LALC training scheme with extensive programme & updates	Regular attendance at training, CILCA & refreshers	Ongoing	Clerk
	<b>Impact</b>	<b>Likelihood</b>	<b>Risk rating</b>	<b>Controls to minimise risk</b>	<b>Additional controls required/In place</b>	<b>Timescales</b>	<b>Responsible For</b>
<b>HEALTH &amp; SAFETY</b>							

Lack of knowledge of H & S requirements	2	1		H & S policy in place – reviewed annually. Staff have copy of policy & training	Annual visit & inspections by H&S expert/contractor	Annual	Clerk F.Mgr HR Committee
Lone working	1	1		Mobile APP provided phones for lone workers	Risk assessments in place	ongoing	F.Mgr/ all staff
Failure to undertake H & S checks or compliance with legislation	3	1		Programme for undertaking weekly/monthly/annual checks in place - for buildings, play equipment. H & S Policy sets out requirements Staff training – per policy	Checks/inspections recorded in logs e.g. fire alarm testing, legionella, play equipment. Checked also at annual H & S consultant visit. Gas safe, legionella, PAT testing – annual certification in place	ongoing	F.Mgr Clerk



Asset Details	Location	Date Acquired	Purchase Price	Tenure	NOTES	VALUE –EXT AUDIT PURPOSES	Estimated Value	Insurance Replacement Value/cover
<b>BUILDINGS</b>								Insurance re- valuations
(combined insurance cover in place £2,710,620)								
Old School – small & large hall buildings	Mill Hill	27/05/1998	100000.00	parish owned	Annual est. revenue income £30000	£515,000.00	900,000	1,214,944 **
Mulsanne Park Pavilion	Mulsanne Park, Field Close			parish owned	Annual est. revenue income £11500	£250,000.00	500,000	658,836 **
MUGA	Mulsanne Park, Field Close			parish owned	VO value 05/18	£60,000.00	59,500	Included in play equipm. total
Skate Park - Mulsanne Park	Mulsanne Park, Field Close			parish owned	VO value 05/18	£20,000.00	19,200	Included in play equipm. total
Tennis Courts	Mulsanne Park, Field Close				180,000 **	£100,000.00		
Mulsanne Car park	Mulsanne Park			parish owned	VO value 05/18	£120,000.00	170,900	
2 x Garage for storage at MP in grounds	Mulsanne Pk, Field Cl					£4,000.00	6,000	
Tennis Courts - toilet block/ Pavilion	Mulsanne Park, Field Close	June 2009	12541.00	Value inc fees. parish owned. Tennis Club to maintain NPS mins 10/09/08		£12,541.00	25,000	34,542 **
Storage container	Mulsanne Park	22/03/2022	2762.00	Parish owned	Incl in street furniture insur.	£2,762.00	2,762	
Village Hall	Brookfield Avenue	06/10/1969		Custodian Trustee	Withdrew from MOU 1/4/2020	£0.00	0	n/a
Telephone box	The Green	2018	1.00	parish owned	Included in street furniture insur.	£1.00	2,000	
Parish Office	Sothorn Road	02/04/2015		Leased @ £1 per annum	21 year lease	£0.00	0	132,327 **
			115304.00					

**LAND**

Land at Kingsway (& Jnt Washdyke La)	Kingsway	23.02.2007	1.00	Parish owned	Information noted from paper files January 2022	£1.00	Not known	
Land South west side of Field Close	South west side of Field Close	10.01.2006	1.00	Parish owned	Information noted from paper files January 2022	£1.00	Not known	
Mulsanne Park Field Close	Mulsanne Park	13/03/1984	8060.00	parish owned	4.027 acres purchased. Additional land purchased from Church. VO value 05/18		350,000	
Mulsanne Park Field Close	Mulsanne Park	10/12/1976	7500.00	parish owned	Amenity land value	£220,000.00		
The Swathe	High Street	19/02/1998	7000.00	parish owned	Purchase price. VO value 05/18. Valued as agricultural land	£10,000.00	25000	
Vicar's Wood	Beckside	11/07/1984	500.00	parish owned	land value 2005 was £30,000 (land registry search). VO value 05/8. Amenity land value	£30,000.00	25,000	
Bill Baileys playing field	Sothorn Road		1.00	parish owned	VO Vvalue 05/18. Amenity land value	£1.00	110,000	



## NPC APM 21.05.24 PUBLIC PACK

Bill Gourn	High Street	04/08/1965	330.00	parish owned	VO value 05/18. Community asset	£330.00	1		
Village Green	The Green	06/01/2006	1.00	parish owned	Registered Land Registry 6.1.2006. VO value 05/18. Community Asset	£1.00	1		
Old Quarry	Washdyke Lane	09/05/2005	1.00	parish owned	VO value 05/18. Amenity land value	£1.00	15,000		
Bishops Palace	High Street		0.00	lease	Church Comm agents - Savills	£0.00	nil		
Land at Field Close	Field Close	22/11/2005	1.00	parish owned	gifted from Dixon & Hogg	£1.00			
Land at West side of Riverdale	Riverdale	22/12/1996	1.00	parish owned	gifted from Dixon & Hogg. VO value 05/18. Amenity land value	£1.00	£10,000		
Land west side of Church Street	Church St	04/07/2008	1.00	Parish owned	NPC requested ownership & registration	£1.00	1		
Land at Larch Avenue	Larch Avenue	03/04/2002	1.00	parish owned	gifted from Dixon & Hogg. VO value 05/18	£1.00	3,750		
Land South east side Larch Avenue	Larch Avenue	08/11/2002	1.00	parish owned	gifted from Dixon & Hogg	£1.00	Amenity land value		
Verge - Wold View/Orchard Way	Wold View	05/11/1996	1.00	parish owned	6,500 VO value 05/18. Amenity land value.	£1.00			
Poachers Meadow – open space	Poachers Meadow	17/02/1999	1.00	parish owned	gifted from Eastman Securities Ltd	£1.00			
Green Lane to Rookery Lane	Green Lane	Dec-86	1.00	Parish owned Possessory title 20+ years	Via Common Registration Act 1965 application. Registration confirmed by LCC 08	£1.00	Common land	Covered by Public Liability section	
The Beck	Bed & channel of the beck between Watermill La bridge & Vicarage Lane bridge	Land protected under S9 Commons Registration Act 1965 – register held by LCC	1.00	Managed by NPC – to protect the land and may bring any claims for the damage of land as if NPC as owner.	Managed & protected by NPC Via Common Registration Act 1965 application -Common Land. Confirmed by LCC 08/07/21	£0.00	Common land	Covered by Public Liability section of NPC insurance policy – per insurers 9/7/21	
War Memorial	The Green		1.00	parish owned		£1.00	£35,000	59,064 Insurs cover in place	
			23405.00						

## PLAY EQUIPMENT

Play equipment - Bill Bailey's	Scothern Road			parish owned	VO value 05/18. Includes MUGA, Skate Park @ Mulsanne	£20,000.00	14,000		
Additional Play equipment ONLY – Bill Bailey's (Not fencing/ gates)	Scothern Road	04/03/2020	69750.00	Parish owned		£69,750.00	69,750		
Play equipment - Mulsanne				parish owned	VO value 05/18	£15,000.00	4,000		
Play equipment - Larch Avenue				parish owned	VO value 05/18	£25,100.00	25,100		
			69750.00						

## STREET FURNITURE

Stone Bus Shelter	Scothern Rd	planning approval 22.11.96	10000.00	Parish owned	WLDC Planning app ref: 96/P/0775. Estimated value @ 11/01/23	£10,000.00	15,000	Included in street furniture cover below
Benches (64) 4 gifted 22-23				parish owned	Included in street furniture insurance	£10,000.00	28,000	

# NPC APM 21.05.24 PUBLIC PACK

Log bin (29)	1 gifted 22-23			parish owned	Included in street furniture insurance	£2,700.00	6,700		
Rubbish bins (27)				parish owned	Included in street furniture insurance	£5,250.00	8,250	72,000	
Rubbish bin	Bill Baileys	Scothern Rd	10.03.20	586.00	Parish owned	Included in street furniture insurance	£586.00	586	Insurance cover in place
Ash tray - external bin x2	Old School /Mulsanne Pavillion	2022 - 2023		23.32	parish owned	Included in street furniture insurance	£46.00	46	Insurance cover in place
Bin	Church Street	2022-2023		250.00	parish owned	Included in street furniture insurance	£250.00	250	Insurance cover in place
Signage				10000.00	parish owned	Included in street furniture insurance	£10,000.00	10,000	
Defibrillator	Mulsanne Pk Pavilion	Jan-21		400.00	Parish owned	Included in street furniture insurance . Purchased subsidised by WLDC grant.	£400.00	1,000	
Notice boards – 4 NPC & 3 side of Coop				3010.00	parish owned	Estimated at £430 each. Included in street furniture insurance	£3,000.00	3,000	Included in the street furniture cover above
Salt bins (3)					parish owned	Included in street furniture insurance	£450.00	450	
Fencing/lighting	Mulsanne Park, Field Close				Parish owned – check about lighting MP		£20,000.00	22,600	
Mulsanne								VO value 05/18	36,000
Fencing & Gates Bill Baileys	Scothern Rd	10.03.20		11308.00	Parish owned		£11,300.00	11,308	Insurance cover in place
				35577.32					

## OTHER

7,138 insurance cover in place

Speed Indicator device, & brackets	Various around various sites.	09.07.20	1958.33	Parish owned	Included in street furniture insurance	£2,000.00	2,000	Included in street furniture insurance above	
<b>Additional SID</b>	<b>Wahdyke Lane</b>	<b>05/10/2023</b>	<b>2250.00</b>	<b>Parish owned</b>		<b>£2,250.00</b>	<b>2250</b>	<b>Included in street furniture insurance</b>	
Parish Office (add £224.96 22-23)				parish owned		£11,324.96	£11,325		
<b>IT equipment added July 2023</b>									
<b>3x screens</b>	<b>office</b>	<b>27/07/2020</b>	<b>364.90</b>	<b>Owned</b>		<b>£364.90</b>	<b>£364.90</b>		
<b>2x laptop</b>	<b>office/staff homes</b>	<b>27/07/2020</b>	<b>983.63</b>	<b>Owned</b>		<b>983.63</b>	<b>983.63</b>	Combined general contents incl. computers & ancillary	
<b>2x pc towers</b>	<b>office</b>	<b>27/07/2020</b>	<b>999.96</b>	<b>Owned</b>		<b>999.96</b>	<b>999.96</b>		
								83,065 insurance cover in place	
Mulsanne, Old School, Pavilion, tools & equipment (Add £3459.65 in 22-23)				Parish owned		£57,215.65	£57,216		
Equipment gifted to Council from HMRC – tables, chairs, kitchen equipment & office sundries		25.11.20		Parish owned	Gifts from HMRC – result of building closure. Included in contents total for MP, Old School, Parish office above	£1.00			
<b>JVC 55" Television</b>	<b>Old School</b>	<b>04/04/2024</b>	<b>304.16</b>	<b>Owned</b>		<b>£304.16</b>		<b>304.16</b>	
<b>Gazebos</b>		<b>23/10/2023</b>	<b>929.97</b>	<b>Owned</b>					
<b>PA System</b>		<b>18/10/2023</b>	<b>1390.13</b>	<b>Owned</b>					
<b>CCTV</b>	<b>Mulsanne Park</b>	<b>20/09/2023</b>	<b>696.00</b>	<b>Owned</b>					
				7918.75					

**TOTAL**

**£1,623,924.26**

**£2,734,215**

**£2,506,752**

Items in red added since last AGAR

NB. Building insurance cover with BHIB to 31.05.23 is £2,710,620 & buildings contents is £83,065



21/05/2024

Nettleham Parish Council

Item 9f)

## **Memberships and subscriptions**

### **Staff:**

SLCC - Principal Membership (Clerk)

### **Council:**

Annual Memberships /Subscriptions

LALC – membership

LALC – annual training scheme

ICCM – Institute of Cemetery and Crematorium Management

*Recommendation – continue above memberships and subscriptions.*

21/05/24  
Item 9f

POLICIES LIST

May 2024



All policies can be viewed at [Council Policies – Nettleham Parish Council \(lincolnshire.gov.uk\)](https://www.lincolnshire.gov.uk)

POLICY DESCRIPTION	LAST REVIEWED/	NOTES
Access to Land Managed By the Parish Council	18/02/20	To be reviewed 2023-2027
Advertising Guidance Policy	18/02/20	To be reviewed 2023-2027
Allotments Policy	19/10/21	To be reviewed 2023-2027
Appointment of contractors & Project Review Policy	14.07.20	To be reviewed 2023-2027
Beck Management Plan	14/12/21	To be reviewed 2023-2027
Capability Procedure	22/05/18	To be reviewed 2024-2025
Climate Change Strategy Plan	2023-2024	New Plan required from working group for 2024-2025
Communications Policy	26/05/20	To be reviewed 2023-2027
Community Impact Assessment policy	14/01/20	To be reviewed 2023-2027
Complaints Policy & Procedure	31/05/22	To be reviewed 2024-2025
Councillors Code of Conduct	15/03/22	As advised by WLDC
Councillor Vacancies (Co-option) Policy	14/07/20	To be reviewed 2023-2027
Data Breach Policy	31/05/22	To be reviewed 2024-2025
Data Protection Policy	31/05/22	To be reviewed 2024-2025
Debt Recovery Policy	23/02/21	To be reviewed 2023-2027
Dignity at Work/Bullying and Harassment Policy	22/05/18	To be reviewed 2024-2025
Disability Discrimination Policy	22/05/18	To be reviewed 2024-2025
Disciplinary Policy	31/05/22	To be reviewed 2024-2025
Donated Bench Seat Policy	19/10/21	To be reviewed 2023-2027
Environmental Policy	22/05/18	To be reviewed 2023-2027

Equal Opportunities Policy	31/05/22	To be reviewed 2024-2025
Expenses Payments to Councillors Policy	18/02/20	To be reviewed 2023-2027
Facebook Protocol	20/04/21	To be reviewed 2023-2027
Financial Regulations	24/01/23	See report
Grants & Donations Policy	19/11/18	To be reviewed 2023-2027
Grievance Procedure	31/05/22	To be reviewed 2024-2025
Handling Freedom of Information Requests Policy	31/05/22	To be reviewed 2024-2025
Health & Safety Policy*	22/11/22	May require changes/new policy soon
Internet and Email Policy	22/05/18	To be reviewed 2023-2027
Introduction of Information Relating to Agenda Items at Parish Council Meeting Protocol	22/05/18	To be reviewed 2023-2027
Investment Strategy		New Policy 2023/2024
LGPS Discretions Statement Scheme Employers Policy	26/05/20	To be reviewed 2023-2027
Lone Working Policy & Procedure	22/05/18	To be reviewed 2024-2025
Marking the death of Senior National figure	18/02/20	To be reviewed 2023-2027
Media Policy	27/05/21	To be reviewed 2024-2025
Notice Boards – advert policy	2018	To be reviewed 2023-2027
Premises Lettings Policy		To be reviewed 2023-2027
Privacy Policy	31/05/22	To be reviewed 2024-2025
Privacy Notice - general	31/05/22	To be reviewed 2024-2025
Privacy Notice - Staff, Cllrs & volunteers	31/05/22	To be reviewed 2024-2025
Publication Scheme (Freedom of Information)	31/05/22	To be reviewed 2024-2025
Records Retention Policy	22/05/18	To be reviewed 2024-2025
Risk Management	16/05/23	Fit for purpose but requires minor updating due to the Split RFO/ Clerk role see item 9c
Safeguarding Children Policy	23/02/21	To be reviewed 2023-2027
Social Media Policy	31/05/22	To be reviewed

		2023-2027
Staff Recruitment Policy	31/05/22	To be reviewed 2024-2025
Standing Orders	31/05/23	See Report
Subject Access Request Procedure	22/05/18	To be reviewed 2024-2025
Training & Development Policy	31/05/22	To be reviewed 2024-2025
Tree Policy		New Policy 2023/2024
Village Green Policy	18/02/20	To be reviewed 2023-2027
Volunteer Policy	20/07/21	To be reviewed 2023-2027
Vexatious and Habitual Requests and Complaints Policy		New Policy 2023/2024
Whistleblowing Policy	31/05/22	To be reviewed 2024-2025
Memorial Safety Policy		New Policy 2023/2024
(Draft) Biodiversity Policy		New Policy 2023/2024
Equipment		New Policy 2023/2024
Interim Use		New Policy 2023/2024
Public Works		New Policy 2023/2024
CCTV Policy and Impact assessment		New Policy 2023/2024
Parking Protocol		New Policy 2023/2024
Planning Response Policy		New Policy 2023/2024

## Key

Policies highlighted in **green** are key policies that have been introduced or reviewed and approved in the last year and it is recommended that they are **re-adopted as is**.

Policies highlighted in **Red** are Key Policies that have been reviewed and **require amending and approval** (see reports for further details)

Policies highlighted in **Yellow** are Key Policies that it is recommended are **re - adopted as is**, and that Officers review them throughout the 24-25 Council year, bringing any recommendations for change to Full Council.

It was resolved in 2023 that all other policies in **Blue** be reviewed as required or when legislation changes and at least once within the 4-year Council term (2023-2027). No action required.

Councillors and members of the Public can view all policies at [Council Policies – Nettleham Parish Council \(lincolnshire.gov.uk\)](https://www.lincolnshire.gov.uk/council-policies-nettleham-parish-council)



**NETTLEHAM**  
Parish Council

## **FINANCIAL REGULATIONS 2024**

Adopted 21<sup>st</sup> May 2024



## NETTLEHAM PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting on 21<sup>ST</sup> May 2024

Items in bold are legal requirements and cannot be removed, amended or suspended.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.

- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of £5,000
- 2. Risk management and internal control**
- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**

- 2.6. At least once in each quarter, and at each financial year end a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## 4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater between £10,001 and £29,999 excluding VAT the Clerk shall seek at least fixed-price quotes;
- 5.9. where the value is between £2,001 and £9,999 excluding VAT, the Clerk shall try to obtain two estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases up to £2,000 the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, to authorise and incur expenditure for day to day expenses up to £500 (per item) excluding VAT. Contracts may not be disaggregated to avoid controls imposed by these regulations.
  - The Clerk (or Facilities Manager in the Clerk's absence) in conjunction with the Chairman of the council or appropriate committee can authorise expenditure up to £500 for repairs, renewals or maintenance and this will be reported to the next appropriate council and appropriate committee retrospectively.
  - The Clerk (or Facilities Manager in the Clerk's absence) can authorise emergency or time related expenditure up to £1,000 and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
  - The Clerk (or Facilities Manager in the Clerks absence), in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT and this expenditure will be reported to the next appropriate committee meeting and the Parish Council, retrospectively.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
  - the council for all items over £5,000;
  - In the interest of speed and efficiency the relevant committee may authorise the Facilities Manager/Clerk to spend up to a specified limit for miscellaneous work to be done with regard to numerous lower cost items such as tree and shrub work and routine maintenance. A Purchase Order should then be issued on the basis of best value up to an amount pre-authorized by the committee within their authorisation limits and budgetary constraints with an approved contractor. The contractors invoice for the contracted amount should include an identified list of tasks carried out. If the work exceeds the authorised limit set by the committee then further authorisation should be sought from the committee. The Facilities Manager/Clerk should consult with the Chair of that committee or the Chair of the Parish Council if any doubt exists as to the decision. The order placed should be ratified at the next committee meeting.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.



- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. Any ordering system can be misused and access to them shall be controlled by [the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic Payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque Payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members or one member and the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## 9. Payment Cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## 10. Petty Cash

- 10.1. The Clerk shall maintain a petty cash float account of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

## 11. Payment of Salaries and Allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and Investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made by the end of September and March of each financial year..
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. Payments Under Contracts for Building or Other Construction Works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and Equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO (with the Facilities Manager) shall be responsible for periodic checks of stocks and stores, at least annually.

## 16. Assets, Properties and Estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

## 17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and Revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



**Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Nettleham Parish Council Review of Standing Orders May 2024****Standing Orders:**

The current Standing Orders can be viewed at

[Standing Orders 31.05.22 reviewed and updated 16.05.2023.docx \(live.com\)](#)

These remain in line with the NALC model version other than locally approved amendments and changes to item 19.

The NALC recommendation is that, in compliance with changes to legislation, items 19 F and G:

f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement price

Be removed and replaced with:

- f) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

**Recommendation: The NALC recommendation be implemented**

Items 16 xiv is no longer relevant and has been replaced with a Planning Response Policy

xiv. refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman (if there is one) of the Planning Liaison Panel

**Recommendation: remove**

## Item 20

Recommendation: replace Personnel & Standards Panel with HR Committee throughout, c) replace chairman and vice-chairman of the Council with HR Committee.

## Item 21 (Planning Matters)

Recommendation: Remove as out of date and content now covered by Planning Response Policy.

**Nettleham Parish Council****Committee terms or reference:**

<b>Committee</b>	<b>TOR adopted/ last reviewed</b>	<b>Recommendation</b>
Property	Jan 2024	Re-adopt
Finance	Jan 2024	Re-adopt
HR	Sept 2023	Re-adopt

**\*Working Group Terms of Reference (Parish Council Working Groups:**

<b>Working Group</b>	<b>TOR adopted/ last reviewed</b>	<b>Recommendation</b>
Climate Change	Sept 2023	Re-adopt
Speed Monitoring	Jan 2024	Re-adopt
Conservation	Nov 2023	Re-adopt

\*Please note the Clerk is in preliminary discussions regarding the insurance cover of non-councillor volunteer led working group activities and it is hoped that an activity approval form can be developed that will ensure that volunteers are covered by the Council's insurance policy. If this is approved by the insurance company it is recommended that a paragraph be added to all Working Group TOR regarding it and the form be appended to the TOR.



## NETTLEHAM PARISH COUNCIL

**Type of Committee:** Standing Committee

**Purpose of the Committee:**

The Property Committee will have delegated powers on management of Council properties and assets in line with relevant legislation and the Council's Policies and Standing Orders.

**Membership Terms:**

**Membership:** Five Councillors

**Quorum:** Three Councillors

**Ex-officio:** The Chairman and Vice-Chairman of the Council hold ex-officio memberships but do not have a vote and are not included within the membership figure.

**Chairman:** To be elected at the first meeting

**Vice-Chairman:** To be elected at the first meeting, if required

**Training:** is available to members and is encouraged to keep pace with best practice

**Meeting Arrangements and Frequency:**

Eight ordinary meetings of the Property Committee are scheduled annually.

Additional meetings may be called by the Chairman of the Committee in consultation with the Clerk as and when deemed necessary, subject to 5 working days' notice.

**Terms of Reference:**

Full Council will review these Terms of Reference each year at the Annual Council Meeting and when necessary, make any changes.

**Voting:**

Only appointed Committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

**Admission of the Public, Press and Non-Member Councillors:**

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. There will be a public participation session prior to ordinary meetings during which non-member Councillors/ members of the public/press may speak. During the meeting non-member Councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the Committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

**Minutes of Meetings:**

The minutes of the meetings will be approved at the next meeting of the Committee. If the Committee does not meet before the next Full Council meeting; the draft minutes will be presented at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee.

The Chairman of the Committee will provide a verbal update to Full Council on any issues of relevance.

**Delegated Responsibilities** (subject to the Facilities Manger's authority to incur expenditure):

- Maintenance & policy setting regarding all the Council's assets (including properties' contents and equipment) and properties including the Office Building, Old School, Mulsanne Pavilion, The Beck, Recreation Areas, Green Spaces, Public Seating, Litter and Dog Waste Bins and War Memorials. ***Excluding disposal or sale of Council assets and/or properties which must be referred to Full Council***
- Management of Christmas illuminations.
- Manage the early stages of Council contracts regarding property e.g., specifications and seeking of quotes, and to make a recommendation to Full Council regarding quotes received.
- To make recommendations to Full Council regarding any legal issues in relation to Council owned property.
- Submission of grant applications relating to council facilities or assets.

**Recommendations to Full Council:**

The Committee shall annually , no later than 1st November, prepare and present to the Finance Committee for consideration:

- Projected budget requirements related to Council Properties including forward planning and the provision of earmarked reserves for the replacement of equipment and property.
- Recommended fees for all council services and facilities including The Old School, Mulsanne Pavilion/Sports Field, Allotments, and Burial grounds.

**Authority to incur expenditure:**

The committee has authority to authorise expenditure of up to £5000 provided the expenditure falls within the remit of the committee and the Council's approved budget.

Relevant staff may also authorise expenditure (In conjunction with the Chairman of the committee in some circumstances) as set out in the Council's Financial Regulations where budget is available, any matters for which no budget is available must be referred to Full Council.

**Working Groups:**

The Committee may as it feels fit appoint Working Groups made up of no less than one member of the Committee (The Lead Councillor), and one other Councillor to undertake work relating to any of its duties or responsibilities and report back to the Committee, the Committee will determine the terms of reference for the Working Groups. Working Groups have no direct authority for expenditure and rely on the delegated authority of the Facilities Manager as set out in the Council's Financial Regulations where budget is available, any matters for which no budget is available must be referred to Full Council.

**Meeting Agendas:** Agendas will be compiled by the Facilities Manager in conjunction with the Chairman of the Committee and the Clerk to the Council. Any items for inclusion on the agenda must be provided to the Facilities Manager 7 days prior to the relevant Property Committee meeting, and in line with the Council's standing orders the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

**Staffing Arrangements:** The Properties Committee will be supported by the Facilities Manager with the support of the Assistant Clerk.

**Note:** In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

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**Adopted 23/01/2024 – to be reviewed annually at the Annual Council Meeting or sooner if required.**

**NETTLEHAM PARISH COUNCIL**

**Type of Committee:** Standing Committee

**Purpose of the Committee:**

**The Finance Committee will review and make recommendations to Full Council on the following areas:**

- Council's banking arrangements and investment strategy
- Council's accounting practices and systems
- Charges applied by the Council including those for the Old School, Mulsanne Park and the Burial Ground
- Council's budget (Recommendation to Council in December/January of budget and precept request to allow council to determine precept levels)
- Forward planning and the provision of earmarked reserves for the replacement of equipment and property
- Council insurance, to ensure Council is adequately insured (reviewed annually)
- All legal matters pertaining to, insurance claims, loans, insurance cover and debt recovery.
- To review finance related policies including Financial Regulations and make recommendations to Full Council
- To negotiate the rent or purchase of land or properties on behalf of the Council when instructed to do so by resolution of the Council and to make recommendations to Full Council regarding the terms of the negotiation.
- To annually review the council's long-term contracts for best value and make recommendations to Full Council.

**Delegated Powers:**

**The Committee has full delegated powers for the matters below:**

- To receive quarterly the financial reports from the RFO as set out in the Financial Regulations and Standing Orders and to make any recommendations to Full Council.
- To appoint quarterly a Committee Member to carry out the internal control checks.
- To receive budget and fees recommendations / requests from other Council Committees **by no later than 1<sup>st</sup> November** which will be used to inform budget recommendations made to Full Council.
- To submit the precept, estimate to West Lindsey district Council in November based on the Committee's projected budget requirement at that time.



**Membership Terms:**

**Membership:** 4 members including the Chairmen of the Council, HR Committee and Property Committee (Ex Officio with full voting rights)

**Quorum:** Three Councillors

**Qualities:** Members of the Committee should have a good knowledge and understanding of local council finance and legislation, training is encouraged.

**Ex-officio:** The Chairmen of the Council, HR Committee and Property Committee are Ex officio with full voting rights.

**Chairman:** To be elected at the first meeting

**Vice-Chairman:** To be elected at the first meeting, if required

**Training:** is available to members and is encouraged to keep pace with best practice

**Meeting Arrangements and Frequency:**

The committee will meet quarterly in the month following the end of the financial quarter (Jan/ April/July & early Nov (adjusted from October to facilitate budget setting)

Additional meetings may be called by the Chairman of the Committee in consultation with the RFO as and when deemed necessary, subject to 5 working days' notice.

**Terms of Reference:**

Full Council will review these Terms of Reference each year at the Annual Council Meeting and when necessary, make any changes.

**Voting:**

Only appointed Committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

**Admission of the Public, Press and Non-Member Councillors:**

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. However, there will be no public participation session and non-member Councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the Committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

**Minutes of Meetings:**

The minutes of the meetings will be approved at the next meeting of the Committee. If the

Committee does not meet before the next Full Council meeting; the draft minutes will be presented at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee.

The Chairman of the Committee will provide a verbal update to Full Council on any issues of relevance.

**Staffing Arrangements:** The Finance Committee will be supported by the RFO.

**Note:** In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

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Adopted 23/01/2024 – to be reviewed annually at the Annual Council Meeting , or sooner if required.

**NETTLEHAM PARISH COUNCIL**

**Type of Committee:** Standing Committee

**Purpose of the Committee:**

The HR Committee will have delegated powers on management of Council employees in line with relevant legislation and the Council's Policies and Standing Orders.

**Membership Terms:**

**Membership:** Three Councillors

**Quorum:** Three Councillors (In line with best practice the Chairman of the Council does not sit on the HR Committee).

**Qualities:** Members of the Committee should have a good knowledge and understanding of employment and local council legislation, and effective employment practices.

**Ex-officio:** There are no ex-officio places.

**Chairman:** To be elected at the first meeting

**Vice-Chairman:** To be elected at the first meeting, if required

**Training:** is available to members and is encouraged to keep pace with best practice

**Meeting Arrangements and Frequency:**

One ordinary meeting of the HR committee must be scheduled in October to inform the budget setting process. Additional meetings may be called by the Chairman of the Committee in consultation with the Clerk as and when deemed necessary, subject to 5 working days' notice.

**Terms of Reference:**

Full Council will review these Terms of Reference each year at the Annual Council Meeting and when necessary, make any changes.

**Voting:**

Only appointed Committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

**Admission of the Public, Press and Non-Member Councillors:**

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. However, there will be no public participation session and non-member Councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the Committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, where the Press and Public be excluded from the meeting during consideration of these items due to

the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

**Minutes of Meetings:**

The minutes of the meetings will be approved at the next meeting of the Committee. If the

Committee does not meet before the next Full Council meeting; the draft minutes will be presented at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee.

The Chairman of the Committee will provide a verbal update to Full Council on any issues of relevance.

**Responsibilities:**

The Committee will:

1. Review staff salaries and terms of conditions and make recommendations to Full Council
2. Review staffing structures and levels, making recommendations to Full Council
3. Take a lead in the recruitment of staff and make a recommendation for appointment to Full Council.
4. Agree and review annually, contracts of employment, job descriptions and person specifications for staff.
6. Establish and review performance management – including annual pay reviews and staff appraisals:

**The Clerk to be reviewed by the HR Committee**

**All staff except for the Handypersons to be reviewed by the Clerk in conjunction with the Chairman of the HR Committee, who then report to the HR Committee**

**The Handypersons' reviews will be conducted by the Facilities Manager in conjunction with the Clerk or the Chairman of the HR Committee who then report to the HR Committee.**

**The HR Committee will then make any recommendations regarding pay and training to Full Council.**

7. Take a lead in any process leading to the dismissal of staff – including redundancy
8. In conjunction with the Health and Safety advisors, keep under review staff working conditions and health and safety matters, bringing recommendations to Full Council
9. Monitor and address regular or sustained staff absence
10. Where necessary, seek advice from the retained HR advisor or other related professional bodies.
11. Advise Full Council on staffing related expenditure
12. Consider and advise Full Council on any grievance or disciplinary matter and any appeal

13. Ensure health and safety regulations are adhered to
14. Address any other matters relating to HR issues
15. Recognise and record (on behalf of Full Council) outstanding contributions to the Council's goals and the community
16. Appoint from the Full Council membership, three members to hear any formal grievance made or to carry out any formal disciplinary case.
17. In conjunction with the Health and Safety advisors review health and safety at work for all Council employees.
18. Ensure the Council complies with all legislative requirements relating to the employment of staff
19. Review HR related policies and make recommendations to Full Council

**Staffing Arrangements:** The HR Committee will be supported by the Clerk, unless it is not appropriate to do so. If such an eventuality arises then external support may be sought.

**Note:** In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

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**Note:** From adoption of the above all references within existing relevant policies to Personnel and Standards Panel are to be substituted with HR Committee.



## **NETTLEHAM PARISH COUNCIL CLIMATE CHANGE WORKING GROUP**

### **TERMS OF REFERENCE**

**Lead Parish Councillor: (to be appointed)**

#### **1. Purpose**

The purpose of the Climate Change Working Group is to help to deliver Nettleham Parish Council's Climate Change Strategy.

The Climate Change strategy is a programme of micro-projects that will cumulatively deliver a meaningful reduction in Nettleham's carbon emissions.

#### **2. Management**

The Climate Change Working Group will be administered by the lead Parish Councillor.

The Working Group is solely responsible to Nettleham Parish Council.

The Working Group's scope is defined and agreed in these Terms of Reference by the Parish Council which may vote, at any time, to modify the Working Group's scope.

#### **3. Meetings and reporting**

The Climate Change Working Group will meet as required. Meetings will be called at the discretion of the lead Parish Councillor.

The lead Parish Councillor will chair meetings of the Working Group. Minutes of all meetings will be taken and subsequently reported to Nettleham Parish Council.

Progress reports, ad hoc actions and items for substantive debate will be brought to Nettleham Parish Council as necessary.

#### **4. Membership of the Working Group**

At a minimum the Working Group will consist of the lead Parish Councillor and one other Parish Councillor. However, it is envisioned that Working Group will have a broader membership, including members of the public to represent all residents of the parish.

Additional members of the group – Nettleham Parish Councillors, Councillors from other authorities or members of the public – may be co-opted at the discretion of the Lead Councillor.

## **5. Subgroups**

Subgroups of this Working Group can be created if necessary. These are expected to be task and finish groups focused on specific topics (e.g., sustainable travel to Lincoln).

## **6. Authority to spend**

A Working Group or Single Councillor cannot legally hold authority to incur expenditure however, where expenditure falls within the approved Council budget and the delegation limits contained within the Parish Council Financial Regulations the Clerk or Facilities Manager (as appropriate) in conjunction with the lead Councillor may authorise expenditure and report retrospectively to the Parish Council. Any expenditure outside of the approved council budget must be agreed by Full Council.

## **7. Working Group scope**

The Working Group will deliver its outcomes by: -

- (a) Creating an updated Climate Change Strategy for approval by the Parish Council
- (b) Delivering a programme of micro-projects designed to cumulatively reduce Nettleham's carbon emissions, only as set out in the updated Climate Change Strategy (once approved by Full Council). Any additional projects not included within the updated Climate Change Strategy will require approval from Full Council prior to commencement.
- (c) Setting up task and finish groups as necessary
- (d) Working with other Parish Council committees and working groups as necessary
- (e) Building relationships with other local organisations and working with them as necessary
- (f) Acting within the Parish Council's Financial Regulations and Standing Orders



## NETTLEHAM PARISH COUNCIL SPEED MONITORING WORKING GROUP

### TERMS OF REFERENCE

**Lead Parish Councillor:**

#### **1. Purpose**

The purpose of the speed monitoring Working Group is to:

- Reduce speeding in Nettleham.
- Monitor and download data from the Council's Speed indicator Devices, and as appropriate produce any relevant reports to council or articles for publication\* relating to data trends or speeding issues. (\*subject to approval as per the Council Communications policy.)
- Develop a schedule for the placement of mobile Speed Indicator Devices.
- Request Council staff action as necessary in relation to the moving of Speed Indicator Devices/ charging of batteries. (Working group Members may undertake these tasks themselves only if the Facilities Manager confirms that this meets with the Council's Risk Management / assessment and correct procedures can be followed.)
- Undertake recruitment of volunteer members to support the set up of a Speed Watch Group, and subject to the recruitment of adequate volunteers, undertake the necessary administration of the Speed Watch Group.
- Build relationships with other responsible bodies, to work towards positive outcomes.

#### **2. Management**

The Working Group will be administered by the lead Parish Councillor.

The Working Group is solely responsible to Nettleham Parish Council.

The Working Group's scope is defined and agreed in these Terms of Reference by the Parish Council which may vote, at any time, to modify the Working Group's scope.

#### **3. Meetings and reporting**

The Working Group will meet as required. Meetings will be called at the discretion of the lead Parish Councillor.

The lead Parish Councillor will chair meetings of the Working Group. Notes of all meetings will be taken and subsequently reported to Nettleham Parish Council.

Progress reports, ad hoc actions and items for substantive debate will be brought to Nettleham Parish Council as necessary.



#### **4. Membership of the Working Group**

At a minimum the Working Group will consist of the lead Parish Councillor and one other Parish Councillor. However, the Working Group may have a broader membership, including members of the public if required, and may recruit additional volunteers to form a Speed Watch Group.

Additional members of the group – Nettleham Parish Councillors, Councillors from other authorities or members of the public – may be co-opted at the discretion of the Lead Councillor.

#### **5. Subgroups**

Subgroups of this Working Group can be created if necessary. These are expected to be task and finish groups focused on specific topics.

#### **6. Authority to spend**

A Working Group or Single Councillor cannot legally hold authority to incur expenditure however, where expenditure falls within the approved Council budget and the delegation limits contained within the Parish Council Financial Regulations the Clerk/ RFO or Facilities Manager (as appropriate) in conjunction with the Lead Councillor may authorise expenditure and report retrospectively to the Parish Council. Any expenditure outside of the approved council budget must be agreed by Full Council.

#### **7. Working Group scope**

The Working Group will deliver its outcomes by: -

- a) Setting up task and finish groups as necessary.
- b) Working with other Parish Council Committees and Working Groups as necessary.
- c) Building relationships with other local organisations and relevant representatives of Principal Authorities working and meeting with them as necessary.
- d) Acting within the Parish Council's Financial Regulations and Standing Orders.



## NETTLEHAM PARISH COUNCIL CONSERVATION WORKING GROUP

### TERMS OF REFERENCE

**Lead Parish Councillor:**

#### **1. Purpose**

The purpose of the Conservation Working Group is to:

- Communicate with the West Lindsey District Council Conservation Officer
- Build relationships with other responsible bodies, to work towards positive outcomes.
- Assist in monitoring future planning applications specifically for compliance with Conservation Area Guidance and promote positive development.
- Work to improve the challenges of traffic density in line with best practice and lobbying Lincolnshire County Council to meet standards compatible with Historic England Guidance.
- Identifying development that is detrimental, that has been carried out without the necessary consents or in contravention of guidance and seeking positive outcomes via the correct channels.

#### **2. Management**

The Conservation Working Group will be administered by the lead Parish Councillor.

The Working Group is solely responsible to Nettleham Parish Council.

The Working Group's scope is defined and agreed in these Terms of Reference by the Parish Council which may vote, at any time, to modify the Working Group's scope.

#### **3. Meetings and reporting**

The Conservation Working Group will meet as required. Meetings will be called at the discretion of the lead Parish Councillor.

The lead Parish Councillor will chair meetings of the Working Group. Minutes of all meetings will be taken and subsequently reported to Nettleham Parish Council.

Progress reports, ad hoc actions and items for substantive debate will be brought to Nettleham Parish Council as necessary.

#### **4. Membership of the Working Group**

At a minimum the Working Group will consist of the lead Parish Councillor and one other Parish Councillor. However, it is envisioned that Working Group may have a broader membership, including members of the public to represent all residents of the parish.

Additional members of the group – Nettleham Parish Councillors, Councillors from other authorities or members of the public – may be co-opted at the discretion of the Lead Councillor.

## **5. Subgroups**

Subgroups of this Working Group can be created if necessary. These are expected to be task and finish groups focused on specific topics.

## **6. Authority to spend**

A Working Group or Single Councillor cannot legally hold authority to incur expenditure however, where expenditure falls within the approved Council budget and the delegation limits contained within the Parish Council Financial Regulations the Clerk or Facilities Manager (as appropriate) in conjunction with the Lead Councillor may authorise expenditure and report retrospectively to the Parish Council. Any expenditure outside of the approved council budget must be agreed by Full Council.

## **7. Working Group scope**

The Working Group will deliver its outcomes by: -

- a) Setting up task and finish groups as necessary.
- b) Working with other Parish Council Committees and Working Groups as necessary.
- c) Building relationships with other local organisations and relevant representatives of Principal Authorities working and meeting with them as necessary.
- d) Acting within the Parish Council's Financial Regulations and Standing Orders.

**NETTLEHAM PARISH COUNCIL**

Parish Office, Scothern Road, Nettleham, Lincoln, LN2 2TU

Tel: 01522 750011 Email: [parishcouncil@nettleham-pc.gov.uk](mailto:parishcouncil@nettleham-pc.gov.uk)**2024-2025 CALENDAR OF MEETINGS**

Date	Meeting	Time	Venue
<b>June 2024</b>			
Tuesday 4 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 18 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>July 2024</b>			
Tuesday 9 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 23 <sup>rd</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>August 2024</b>			
<b>No meetings</b>			
<b>September 2024</b>			
Tuesday 10 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 24 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>October 2024</b>			
Tuesday 1 <sup>st</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 15 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>November 2024</b>			
Tuesday 5 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 19 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>December 2024</b>			
Tuesday 3 <sup>rd</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 17 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>January 2025</b>			
Tuesday 21 <sup>st</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>February 2025</b>			
Tuesday 4 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 25 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>March 2025</b>			
Tuesday 4 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 18 <sup>th</sup>	Full Council Meeting	7.15pm	Small Hall, Old School
<b>April 2025</b>			
Tuesday 15 <sup>th</sup>	<b>Full Council Meeting &amp; Annual Parish Meeting*</b>	<b>6.30 pm</b>	Large Hall, Old School
<b>May 2025</b>			
Tuesday 6 <sup>th</sup>	Property Committee Meeting	7.15pm	Small Hall, Old School
Tuesday 20 <sup>th</sup>	Annual Council Meeting**	7.15pm	Small Hall, Old School

**NB - Public session from 7.15pm, Council Meeting to commence at 7.30pm**

\* **Annual Parish Meeting** – Not a Parish Council Meeting but a meeting chaired by the Chairman of the Parish Council. The meeting must be held between 1 March and 1 June (Local Government Act 1972 Sch.12 para.14). Any registered local government elector is entitled to speak and vote. Other members of the public (and press) may be present but cannot participate in the meeting.

\*\* **Annual Meeting of the Council** – Must be held in May except in an election year when it must take place on or within fourteen days of the day on which the elected Councillors take office (Local Government Act 1972 Sch.12 para.7)

We need to remove one Property Committee to have 8 in line with TOR the highlighted are suggested possibilities.  
Could be adjusted to 6pm if required (dependent on content)

**NETTLEHAM PARISH COUNCIL  
DRAFT MINUTES OF THE PROPERTY COMMITTEE MEETING  
HELD AT THE OLD SCHOOL SMALL HALL, MILL HILL  
ON TUESDAY 7 MAY 2024, AT 7.15 PM**

Present: Cllr D. Newsam (Chair), Cllr C.Johnson (CJ), Cllr A.Crook (AC), Cllr C.Payne (CP), Cllr P. McNeill (PM) - arrived at 7.40pm

Also in attendance: Cllr A. White (AW), Jane Ashby (FM), Claire Ward (AC)

**The public session commenced at 7:15pm**

**There being no business for the public session the meeting commenced at 7:20pm**

**1. To resolve to receive apologies and accept reasons for absence - None**

**2. Disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations**

Cllr Johnson is a member of the Tennis club (item 14)

**3. The notes of the Property Committee meeting held on 5 March 2024 to be approved as the minutes**

Councillors requested that the draft notes be circulated as soon as they are available. The draft notes are currently circulated via drop box the week after the meeting in preparation for the Parish Council meeting and are published on the Parish Council website as soon as they are finalised. ACTION AC  
It was proposed, seconded and

**RESOLVED:** to approve as a correct record, the notes of the Property Committee meeting held on 5 March 2024 and to authorise the Chairman to sign as the official minutes. The Chairman duly signed the minutes.

**4. Financial Matters – (FM)**

a) To approve/ratify recent and proposed expenditure

Councillors requested that quotes relating to proposed expenditure are circulated prior to the meeting in future. ACTION FM

**PROPOSED EXPENDITURE**

1	Dragon Courts	£950.00	Cleaning of the Muga via power washing
2	HCG	£500.00	Old school LH gas servicing

**RATIFICATION OF EXPENDITURE**

1	MKM	£12.50	Post Mix
2	Lincs Flooring	£48.74	Threshold plate for Mulsanne Pavilion Bar area
3	Marshall Gardens	£28.99	Tree for the Old quarry
4	Boston Seeds	£114.00	Wildflower seeds for Old Quarry
5	Pentagon Lincoln	£66.66	First Annual service on works Van
6	ASDF	£300.00	Additions to Swathe drawings
7	Sarah Bright	£450.00	Vicars Wood tree safety survey
8	SAC	£197.91	Repair to leak in the Old School Large Hall Kitchen
9	Wickes	£12.15	Grass seed for burial ground
10	Shelley Signs Ltd	£127.00	Guage board and backer for beck at Vicarage Lane
11	James Heath	£35.00	Light fitting at OSSH replaced

It was proposed, seconded and

**RESOLVED:** to approve/ratify recent and proposed expenditure

b) To consider the income and expenditure report as at 29/02/24 – noted

**5. Facilities Manager Report** (for information only)

Members noted the Facilities Manager report.

**6. Working Groups reports.**

- a) Beck and Flood Resilience working group

Committee discussed the siting of the gauge board in the beck and requested that the matter is included on the next full Council agenda. ACTION CLERK

- b) MPUG have not met formally recently but have been made aware of the Football Club's future vision for the Pavilion, following their success this season.

- c) Field paths - some additional cutting back along footpaths is required, Cllr Johnson to provide FM with a list. ACTION FM

- d) Green Lane, Trees and Vicars Wood – the next working party is scheduled for Thursday 16 May to undertake further ground cover clearance. In Vicars Wood the area of newly planted grass in front of the bench requires cutting. ACTION FM

**7. To consider proposal for a new play tower in Bill Baileys.**

Cllr Crook presented a range of options to replace the play tower in Bill Baileys. Councillors discussed design, durability and price and agreed on a play tower specification to recommend to full Council. It was proposed, seconded and

**RESOLVED:** to recommend to Full Council the purchase and installation of a new play tower including ropes, steps, firefighter poles and ramps plus a steel slide, for Bill Baileys Play area from their preferred supplier at a cost of £29620. ACTION CLERK

**8. To consider the Old Quarry Wildflower Management Plan.**

Councillors considered the management plan for the Old Quarry which includes a schedule of tasks to be undertaken throughout the year. The re development of the area as a wildflower meadow is progressing well.

It was proposed, seconded and

**RESOLVED:** to accept the Old Quarry Wildflower Management Plan ACTION FM

**9. To consider the location of the photographic portrait of His Majesty King Charles III**

Councillors discussed suitable locations to hang the portrait of King Charles III

It was proposed, seconded and

**RESOLVED:** to hang the King's portrait in the Parish Office.

**10. To consider dates for Village inspection.**

Councillors discussed arrangements for undertaking the annual village inspection, and agreed to supply Cllr Newsam with dates when they are NOT available. ACTION ALL

**11. To consider quote for Tree Survey in various locations in the village.**

Councillors considered the quote that has been received for the tree safety survey which covers Bill Baileys, Mulsanne Park, Riverdale, Old Quarry, Village Green, the Burial ground and Bishops meadow.

It was proposed, seconded and

**RESOLVED:** to accept the tree safety survey at a cost of £1760 ACTION FM

**12. To consider quotes for the cleaning of the Parish Office.**

Two companies have provided quotes for cleaning the Parish Office on a fortnightly basis. Councillors requested a further quote from another local supplier before making a decision. Facebook could also be used to find someone. ACTION FM

**13. To consider repairs to Old School car park block paving.**

There are significant areas of the car park at the Old School where the pavers have lifted which require re-laying. Two suppliers have been approached for an estimate to undertake the work, but Councillors requested more information about the extent of the area affected before making a decision. ACTION FM

**14. To consider replacing the fencing at the Muga and Tennis Courts.**

Councillors discussed the condition and efficacy of the current fencing at the MUGA and the tennis courts. It might be appropriate to raise the height of the fence and review access points. Different types of boundary fencing could also be considered.

Cllr Newsam agreed to investigate further.

ACTION DN

**15. To consider this year's Christmas Tree type.**

Alternatives to a traditional Christmas tree on the Village Green, which could include an artificial tree or a lit Christmas tree structure, were discussed. Councillors are keen to invite feedback on this matter, however it was agreed that more detailed information is required before consulting residents via Nettleham matters and FB.

ACTION FM/AC

**16. Correspondence****a) Replacement tree in Bishops Heritage Orchard**

A request has been received to replace a memorial tree which has died in the orchard. Councillors agreed to accept the generous offer of a replacement tree and asked the Facilities Manager to make enquiries with the Woodland Trust about selecting a suitable replacement.

ACTION FM

**b) Request from Nettleham CC**

Nettleham Cricket Club have approached the Parish Council to request permission to have a coffee vendor at Mulsanne Park on the Monday 27 May for the 'Phil Brown Day of Cricket' event. Councillors agreed to the request.

ACTION FM

**17. Future Agenda items**

- To consider alternatives to a traditional Christmas tree for the village green and discuss how the Parish Council will gather resident's views on the issue (DN)

**18. Date of next meeting:**

The next meeting of the Parish Council's Property Committee will be held on 4 June 2024 TBC at Old School Small Hall Mill Hill Nettleham. **Please email items for the agenda and relevant paperwork for the next meeting by Tuesday 21 May 2024 for inclusion on to the Property Committee Agenda.**

Meeting closed at 8.45pm

**NETTLEHAM PARISH COUNCIL FINANCE COMMITTEE**  
**DRAFT MINUTES OF THE MEETING HELD AT THE OLD SCHOOL, NETTLEHAM**  
**ON MONDAY 14 May 2024, AT 5.00PM**

**Present:** Cllr D. Newsam (Chairman), Cllr J. McGuire and Cllr A. White  
**in attendance:** Carl Thomas (RFO)

1. **To receive apologies and accept reasons for absence**  
No apologies
2. **To receive disclosure of interests in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations.**  
None received
3. **To review year end accounting statements to period ending 31<sup>st</sup> March 2024**  
The accounting statements had previously been circulated by the RFO with no matters arising.
4. **To review accounting statements and budget for period ending 30<sup>th</sup> April 2024**  
The accounting statements had previously been circulated by the RFO with no matters arising.
5. **To review Earmarked reserves**  
Members discussed the earmarked reserves and it was agreed to defer any adjustments until the July meeting.
6. **To review health & safety contract**  
The Clerk had circulated a report to members. Following a discussion bearing in mind the importance of Health & Safety and the potential benefits the committee would recommend to full council Company B.
7. **To review Investment Arrangements**  
The RFO had provided an updated report on the investment strategy who explained that the limitations placed upon him by the previous resolution had delayed matters as they had been issues with identification, requirement to travel to Peterborough and changes in the rules of one bank. The RFO suggested he be given authority to work with a list of approved banks taking into consideration the protection and best value for public money whilst considering the ethical scoring of banks.  
The committee would recommend this suggestion to full Council.
8. **To review banking arrangements and mandate**  
The RFO confirmed that the Unity Bank had now processed all paperwork and the account would be available for use by 24<sup>th</sup> May.
9. **To review insurance renewal**  
The RFO had requested quotes from five alternative insurers. Renewal quotes had been received from only two. This matter would be discussed by full council with no recommendation at this time.
10. **To review utility renewal**  
The RFO circulated an analysis of quotes from four utility suppliers. It was agreed to recommend switching to Company D to full council based on a 12 month contract,
11. **To review CIL report**  
The CIL report was reviewed with no matters arising.
12. **To appoint committee member to review quarterly internal control**  
Cllr J. McGuire would liaise with the RFO to undertake the review.
13. **To agree dates for future meetings**  
The next meeting would be Tuesday 15<sup>th</sup> July 2024 unless there was a requirement to hold one earlier.



21/05/24

Item 10

Details of Company B as recommended by Finance Committee

**Extract from Finance Committee Minutes****6. To review health & safety contract**

The Clerk had circulated a report to members. Following a discussion bearing in mind the importance of Health & Safety and the potential benefits the committee would recommend to full council Company B.

**Extract from Clerk's report to Finance Committee**

Company B is a national company, however the main consultant assigned to the Council would be located within 45 mins travel of the council. They provide H&S consultancy to over 300 Parish and Town Councils and were the company recommended when the Clerk asked for recommendations from other Clerks. It was evident in the sales meeting with the representative that there was an understanding of Parish Councils and the way in which they operate. In addition to the service provided by PIB of annual visits and a dedicated consultant this service includes access to:

- Online training courses. These courses are required in varying degrees and frequency for different staff members and are currently funded separately from the H&S contract. The cost of courses is estimated to be £510 (yearly/ 3 yearly dependent on frequency) However if access is unlimited, it may be beneficial to increase frequency to annually. It was also highlighted in the sales meeting that there is other required training we are

not currently undertaking which is available as part of the online training.

- Dedicated H&S software that allows all requirements to be managed in one place, providing schedules and reminders for regular activities, Risk Assessments building tools for non-regular tasks (not covered in a generic risk assessment), reporting tools for accident and near misses that trigger reports to RIDDOR and full investigations by Company B when key information is entered. Replacing paper accident books and supporting the requirement to retain the records for 10 years
- 24/7 access to a Health & Safety hotline manned by qualified advisors.
- An initial assessment visit and production of H&S Policy, General Risk Assessments and Employee Handbooks.
- Increased insurance cover for H&S prosecutions (this can be removed, and a 5 % discount removed from the quoted prices.)
- Employee assistance programme. (This will cover some of the Councils' responsibilities under the new requirements for Stress Management not feasible within PIB's suggested Stress Risk Management Assessment)

21/05/24

Item 10

Details of Company B as recommended by Finance Committee

Service Term	Monthly Fee	Savings
12 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP	£186.00	
24 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP	£170.00	£16.00 (8.6%)
36 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP	£162.00	£24.00 (12.9%)
48 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP	£156.00	£30.00 (16.1%)
60 Months Health & Safety Essentials + with Insurance / BrightSafe / EAP	£135.00	£51.00 (27.4%)

Annual cost of shortest contract **£2232** this is based on the banding for 5 employees as all current Council employees are part time.



In January 2024 Council resolved to adopt the Investment Strategy 2024.

At this meeting suggestions were made as to where and how to invest money currently held with CoOp earning a small rate of interest but also to protect the Council's reserves taking into account the FSCS guarantee limited to £85,000 per bank.

Council resolved for the RFO to open three accounts namely Charity Bank, Tide and Metro Bank.

Unfortunately Tide rejected the application, Metro required a visit to Peterborough and Charity Bank is still pending following queries raised with regards to identification

I have been unable to progress any further as the resolution was limited to those 3 banks.

I would therefore respectfully suggest that the Council resolve to allow the RFO to work through the suggested banks in order to make the most of the money currently held earning little interest whilst also protecting the funds held through the FSCS guarantee scheme.

As we have now received the 2024/25 precept we are currently sat on over £550,000 and we could be earning an additional £12,000 interest per annum.

I attach an updated appendix with the updated interest rates.

Carl Thomas  
Responsible Financial Officer

29<sup>th</sup> April 2024

**APPENDIX A****Bank Interest Rates as at 29<sup>th</sup> April 2024**

Bank	Account	Notice	Interest Rate	Interest Paid
Metro Bank (9.5)	Instant Access	None	3.7%	Monthly
Cynergy Bank	Online Easy Access	None	3.93%	Annual
Beehive Money	Limited access	None	4.55% (max 2 withdrawals pa year)	Annual
Principality BS	Branch 5 Bonus Saver	None	4.85% (max 2 withdrawals pa year) 3.65% (max 3 withdrawals pa)	Annual
Cahoot	Simple Saver	None	4.10% (auto matures after 12 months). No restrictions on withdrawals.	Annual
Tide (12)	Business Savings	None	4.33%	Annual
Skipton BS	Single Access 1	None	3.8%	Annual
Co Op Bank (12.5)	95 Day notice 35 day notice Business Select	95 days 35 days None	2.5% 2.12% 1.62%	Bi annually Bi annually
Unity Trust Bank (12)	24 Deposit 12 Deposit 6 Deposit 90 Day deposit 30 Day deposit Instant	24 months 12 months 6 months 90 days 30 days None	5.0% (min: £100k) 4.85% (min: £100k) 4.25% (Min: £100k) 3.06% (Min: £100k) 2.96% (Min: £100k) 2.77%	Annual Annual 6 monthly Monthly Monthly Monthly
Charity Bank(6)	Ethical Easy Access Ethical 40 day  Ethical 1 Year	None 40 days  1 year	3.22% 3.11% up to £24,999 3.26% over £25,000 4.86%	Monthly Monthly Monthly Annual
Allica Bank	180 day notice 6 month fixed 12 Month Fixed	180 days 6 months 12 months	5.01% 5.00% 5.15%	Annual Annual Annual
Redwood Bank	Savings Account Savings Account Savings Account	35 days 95 days 1 year fixed	4.10% 4.55% 4.65%	Annual Monthly Annual
Revolut (10)	Savings Account		2.25%	Annual
TSB (6)	Savings Savings	1 year fixed Instant	4.5% 1.5%	Annual Monthly
Virgin Money(8)	Bus Access 65 Day 1 Year	Instant 65 Day 1 Year fixed	3.8% 3.97% 5.05%	Monthly Monthly Annual

Ethical Consumer Scores are shown in brackets where known.



## **APPENDIX B**

### **Suggested Investment Proposal**

Maintain £25,000 in current account

Maintain £50,000 in bankers everyday savings account (currently Co-Op at 1.65%)

Invest:-

I estimate that at the end of January there will be approx. £300,000 available for further investment.

£85,000 with Cahoot at 5.12% (interest estimated at £4352 pa)

£85,000 with Tide at 4.33% (interest estimated at £3680 pa)

£85,000 with Redwood (95 day notice) at 4.3% (interest estimated at £3655 pa)

£45,000 with Metro at 4% (interest estimated at £3400 pa)

Any surplus funds available to be invested with Metro up to £85,000.

Any further funds available to be invested up to a maximum of £85,000 in:-

Skipton BS at 3.8% (interest estimated at £2090 pa)

Redwood Bank at 3.75%

Allicia Bank at 3.65%



Nettleham  
Parish Council

Any investments to be made after February 2024 or whereby any investment is contrary to this policy would be brought back to full Council for approval.

Gas - Old School Small Hall		2244380909	
12 month estimated useage		12123.91 Kwh	
Provider	Standing Charge	Price	Estimated Annual Cost
Smartest (Existing)	0.250	0.091	1188.71
Smartest – 12 m	0.613	0.057	911.78
Smartest – 24 m	0.613	0.058	925.12
Smartest – 36 m	0.613	0.058	928.76
BG Lite – 12 m	0.393	0.075	1046.92
BG Lite – 24 m	0.395	0.073	1034.61
BG Lite – 36 m	0.391	0.067	953.09
British Gas – 12 m	0.593	0.075	1120.12
British Gas – 24 m	0.595	0.073	1107.81
British Gas – 36 m	0.591	0.067	1026.29
Octopus – 12 m	0.395	0.053	782.14
Octopus – 24 m	0.395	0.054	793.31
Octopus – 12 m no SC	0.000	0.063	762.59

Gas - Old School Large Hall		2244381900	
12 month estimated useage		36505.69 Kwh	
Provider	Standing Charge	Price	Estimated Annual Cost
Smartest (Existing)	0.250	0.091	3395.27
Smartest – 12 m	1.443	0.053	2459.29
Smartest – 24 m	1.443	0.053	2459.29
Smartest – 36 m	1.443	0.053	2459.29
BG Lite – 12 m	0.401	0.070	2713.19
BG Lite – 24 m	0.412	0.071	2731.85
BG Lite – 36 m	0.397	0.071	2722.53
British Gas – 12 m	0.602	0.067	2655.30
British Gas – 24 m	0.612	0.068	2695.54
British Gas – 36 m	0.597	0.068	2693.51
Octopus – 12 m	0.395	0.053	2064.62
Octopus – 24 m	0.395	0.054	2097.73
Octopus – 12 m no SC	0.000	0.063	2296.21

Electricity - Old School Large Hall		11 0000 2849 308	
12 month estimated useage		4383 Kwh	
Provider	Standing Charge	Price	Estimated Annual Cost
Smartest (Existing)	0.308	0.291	1386.06
Smartest – 12 m	0.608	0.210	1143.91
Smartest – 24 m	0.608	0.224	1206.15
Smartest – 36 m	0.608	0.237	1260.93
BG Lite – 12 m	0.400	0.237	1183.86
BG Lite – 24 m	0.420	0.244	1221.86
BG Lite – 36 m	0.450	0.250	1258.26
British Gas – 12 m	0.600	0.241	1274.15
British Gas – 24 m	0.620	0.249	1317.41
British Gas – 36 m	0.650	0.256	1359.07
Octopus – 12 m	0.943	0.211	1268.01
Octopus – 24 m	0.847	0.219	1269.40
Octopus – 12 m no SC	0.000	0.280	1225.49

Gas - Mulsanne Park		2244412705	
12 month estimated useage		26949.46 Kwh	
Provider	Standing Charge	Price	Estimated Annual Cost
Smartest (Existing)	0.251	0.078	2188.53
Smartest – 12 m	1.443	0.053	1961.85
Smartest – 24 m	1.443	0.053	1964.54
Smartest – 36 m	1.443	0.053	1953.76
BG Lite – 12 m	0.341	0.068	1951.91
BG Lite – 24 m	0.346	0.068	1970.02
BG Lite – 36 m	0.338	0.068	1967.09
British Gas – 12 m	0.541	0.068	2025.11
British Gas – 24 m	0.546	0.068	2043.22
British Gas – 36 m	0.538	0.068	2040.29
Octopus – 12 m	0.395	0.053	1561.97
Octopus – 24 m	0.395	0.054	1586.48
Octopus – 12 m no SC	0.000	0.063	1695.12

Electricity - Mulsanne Park		11 0000 2854 168		
12 month estimated useage		6086 0 Kwh (D/N)		
Provider	Standing Charge	Price / Night	Day	Estimated Annual Cost
Octopus	0.828	0.266	0.266	1921.17
Smartest – 12 m	0.000	0.000	0.000	0.00
Smartest – 24 m	0.000	0.000	0.000	0.00
Smartest – 36 m	0.000	0.000	0.000	0.00
Corona – 12 m	0.000	0.000	0.000	0.00
Corona – 24 m	0.000	0.000	0.000	0.00
Corona – 36 m	0.000	0.000	0.000	0.00
British Gas – 12 m	0.000	0.000	0.000	0.00
British Gas – 24 m	0.000	0.000	0.000	0.00
British Gas – 36 m	0.000	0.000	0.000	0.00
Octopus – 12 m	0.943	0.211	0.211	1626.67
Octopus – 24 m	0.847	0.219	0.219	1642.19
Octopus – 12 m no SC	0.000	0.280	0.280	1701.65

Electricity - Parish Office		11 0000 2257 170		
12 month estimated useage		3889 1274 Kwh (D/N)		
Provider	Standing Charge	Price / Night	Day	Estimated Annual Cost
Smartest (Existing)	0.308	0.310	0.230	1610.51
Smartest – 12 m	0.608	0.224	0.166	1306.25
Smartest – 24 m	0.608	0.239	0.177	1379.38
Smartest – 36 m	0.608	0.253	0.187	1443.98
BG Lite – 12 m	0.400	0.245	0.197	1351.61
BG Lite – 24 m	0.420	0.254	0.198	1392.22
BG Lite – 36 m	0.450	0.260	0.199	1429.51
British Gas – 12 m	0.600	0.245	0.197	1424.81
British Gas – 24 m	0.620	0.254	0.198	1465.42
British Gas – 36 m	0.650	0.260	0.199	1502.71
Octopus – 12 m	0.943	0.219	0.173	1416.53
Octopus – 24 m	0.847	0.228	0.177	1422.54
Octopus – 12 m no SC	0.000	0.280	0.280	1443.57

Nettleham Parish Council

Item 11a

From the Conservation WG

One

The old telephone kiosk sited on The Green which is currently looking very shabby whereas it could be renovated and made into an asset to the Village. (We are working on the assumption it has been gifted to the Village as previous communications have been issued by NPC regarding its future use).

***The images below gives an indication as to what it would/could look like.***

The WG propose:

1. Volunteers from the WG restore the Kiosk (inside and out) so it looks visually more attractive and noticeable.
2. Volunteers convert it into a 'micro information centre' i.e. it is furnished with dispensers for pamphlets and other printed material such as information boards that would be useful to the whole community and visitors.

Budget required - maximum £400:

1. For repainting,
2. Fitting dispensers and shelving
3. Making to 1 or 2 guide boards with helpful/interesting information.
4. Notice board

Advantages

1. Makes what is currently a very dejected looking old phone box into an attractive feature
2. It would put information at the heart of the Village where it is needed
3. Improve availability of information material that is currently only available from the NPC Office
4. The centre could be quite be maintained by volunteers, unlocking am and locking pm (if required) and restocking it.





21/05/24

Nettleham Parish Council

Item 11b

**Terracycle Scheme –options for Nettleham (May 2024)****Background**

The Climate Change Working Group currently manage Terracycle schemes for Pringles and Babybel products which otherwise have to go into black bins being of mixed materials. Both these schemes are free to use, and allow points to be collected for charities etc.

Another product we have been looking at recycling is empty medicine blister packs. This is not a free scheme; three box sizes are available, with the small size taking around 1500 packs and the largest 7500 packs.

Last year Aldi sponsored a scheme, limited to 30 items per return envelope. This was free to register with but was so oversubscribed the scheme was soon discontinued. There is clearly significant demand to recycle these; a post on Facebook asking where it could be done received almost 70 responses. At this time Terracycle had a special offer on the small box at £67.20 so I took advantage of this and ordered one.

The normal price of the boxes is as follows:

Size	Price	Capacity	Per unit
Small	£96.00	1500	£0.06
Medium	£140.00	4300	£0.03
Large	£209.00	7500	£0.03

The small box is likely to fill up very quickly. I and others have been saving blister packs for some time. To replace this box and others when full could prove expensive.

I would like to have a facility in the village for the recycling of blister packs, to reduce the amount of plastic that needs to go into black bins. Recycling is a better option environmentally.

There are several options:

1. No NPC involvement
2. CCWG fund the collections boxes
3. Public donations fund the box, topped up with NPC funds where necessary

**Option 1 - I run the scheme myself, without the PC**

No reimbursement to be requested for the box. Using the village Facebook page, I will ask people who want to use the scheme to make a donation of £2.00 for every 30 or so packs they put in the box. This should cover the cost, with any surplus going towards the next box. If this was successful a larger box could be ordered next time meaning donations could be reduced. If not, end of scheme.

I could ask people to drop off packs at my house. Another option would be for me to have a collection point, say once a week outside the coop (near the planters, on no man's land) and badger people for donations when they bring their packs.

Use CCWG budget to fund the box. As a one off cost of £67.20 this is possibly acceptable but I do not feel it should be the responsibility of NPC over the longer term.

### Option 3

As (1), ask for donations for this and/or subsequent boxes but request CCWG funds to top up to the box cost if insufficient.

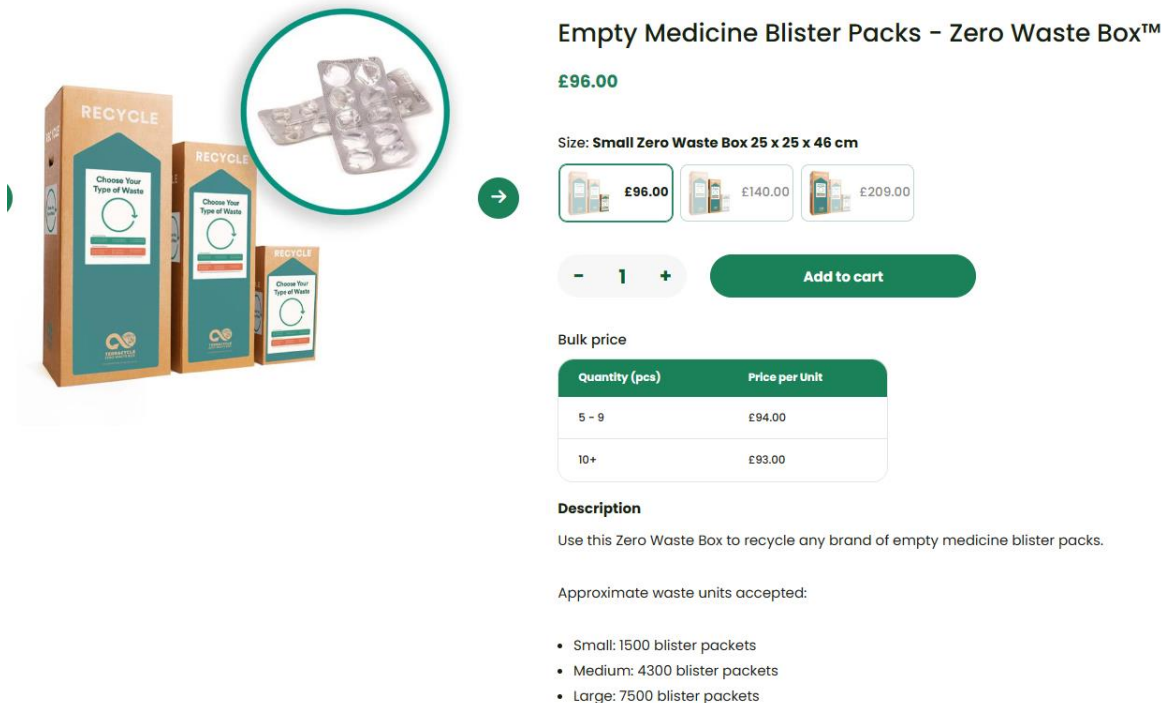
### Location of the box for Options 2/3

This may depend on which option is chosen for funding. I had envisaged the Hub as a central collection place with convenient opening hours but have not yet had any response to my request for a space to put it. If they were to host it and manage any donations they could potentially keep any surplus raised.

The parish office is a possible contender. There is a letterbox for when the office is closed, but would not encourage donations. It would likely require some time inputs from Claire.

### Cllr Christine Johnson

*Terracycle webpage*



**Empty Medicine Blister Packs - Zero Waste Box™**

**£96.00**

Size: **Small Zero Waste Box 25 x 25 x 46 cm**

Price selector: £96.00, £140.00, £209.00

Quantity: **1** Add to cart

**Bulk price**

Quantity (pcs)	Price per Unit
5 - 9	£94.00
10+	£93.00

**Description**

Use this Zero Waste Box to recycle any brand of empty medicine blister packs.

Approximate waste units accepted:

- Small: 1500 blister packets
- Medium: 4300 blister packets
- Large: 7500 blister packets

### Nettleham Parish Council item 12 Street Name Request

New Street  
name.

Baker  
Drive



Good Afternoon,

I hope you are well.

We are building a on a piece of land off Deepdale lane and are currently looking to create postal addresses.

Unfortunately, I am not local to the area therefore I am hoping someone will be able to assist in suggesting the street names for these new houses.

I have attached a plan for ease however, should you need anything else please do not hesitate to contact me.

I look forward to hearing from you.

Kind Regards,

Dani



**Dani Oleksow-Bunten**  
Technical Co-ordinator  
07917 804971

**Allison Homes East**  
Fleet House  
Cygnet Road, Hampton  
Peterborough  
PE7 8FD  
01778 391550  
Allison-Homes.com



Hi,

I hope you are well.

I wanted to get in touch with you as you may have seen recent media coverage regarding our Strategic Pipeline Alliance.

We want to reassure you that we remain fully committed to delivering the entirety of the project. However, construction in the north is being rephased under a new timetable, with an updated construction programme being made available in Summer 2024.

Exceptional circumstances, such as Covid-19, labour shortages, supply issues caused by the war in Ukraine, and rising inflation, have impacted large infrastructure programmes across the country. Our Strategic Pipeline project is no exception.

We have experienced unprecedented weather conditions with 10 extreme storms since September 2023. The Department for Environment, Food & Rural Affairs (Defra) has recently confirmed that Britain has had the wettest 18 months since records began in 1896, and many areas in our region saw double the average rainfall.

Not only are we dedicated to minimising the impact on communities along the route – it is also our duty to protect the environment. Our pipeline crosses the habitats of some protected species, and we are legally obliged to manage our work accordingly in these areas to minimise any impact we have.

We have 130km of the whole pipeline in the ground across the whole of the pipeline spanning the Anglian Water region and as mentioned remain fully committed to delivering the entirety of the project.

We appreciate your understanding at this time, and we hope any disruptions that have been caused by our works are at a minimal level.

To see our Frequently Asked Questions (FAQs) please click [here](#).

As the stakeholder lead on this section and in the North, I am happy to follow up with an initial phone call should you have any queries or concerns regarding any of the above.

Kind regards,

Katie



21/05/24

**Nettleham Parish Council item 12****Bench request**

Good afternoon,

Thank you for the information regarding a memorial bench for Buddies and thank you to Jane for explaining everything to me.

I have now had the opportunity of speaking to the Buddies committee and I'm pleased to say we are all in agreement that we would like to have a memorial bench, sited at the entrance to The Croft. I understand there is already a plinth there, so the costs involved would be significantly less.

Would you please accept this email as a formal request to the Parish Council for Buddies Dementia Cafe to purchase a bench to go on that site. It is ideal, as it is near the village hall and our walking group, after our first meeting of the month, will be passing it every time.

Having spoken to Jane yesterday, we would like the same type of bench as recently put at the entrance to the Swaithe.

The wording on the plaque would be - Buddies Dementia Cafe

Dedicated to all those lost to dementia (or similar)

I do hope the Parish council will look favourably at this request and give their approval.

Best wishes,

(Name supplied – Buddies Organiser)

21/05/24

Nettleham Parish Council item 12 d

Highways Issue

I wish to raise the issue of the dangerous situation regarding parking on the High Street. Specifically in front of the row of 3 cottages; 21, 23 and 25 High Street, Nettleham.

These cottages have a shared drive at the rear. There are a constant row of cars and vans in the front, parked right up to the entrance to the driveway on both sides. This means that there is absolutely no way of seeing the traffic coming, so you have to pull out blindly into the middle of the road. On two occasions I've nearly been hit, and on the second the driver coming towards me was very angry and started shouting abuse.

I took a video to show the extent of the problem. Unfortunately the file is too large to attach to this email, therefore I've attached some screenshots.

I believe the only way to resolve this issue is to extend the double yellow lines in front of these properties.

I hope that something will be done as a matter of urgency as there will be a serious accident if allowed to continue.

With kind regards  
(name supplied)



*Clerks note – Cllr Brockway has been made aware of this and has offered to report it to Highways.*

## Nettleham Parish Council item 12 e

**Local List Validation**

Good afternoon,

We are writing to you on behalf of the three authorities - City of Lincoln, North Kesteven District Council and West Lindsey District Council. In late 2023 we undertook a consultation on behalf of the three authorities who have worked jointly to develop a set of local validation lists. Firstly, we would like to thank those who took the time to take part in the consultation – the comments received were very helpful.

Following the consultation, a [summary of the responses has been made](#), and the three authorities' have responded to issues raised. The three authorities have now adopted the lists and they **will apply to all applications submitted from Monday 20<sup>th</sup> May 2024**.

You can view all the adopted Local Validation Lists at your respective determining Planning Authority's website.

A copy of the final adopted documents and the consultation report is available on the Central Lincolnshire Local Plan's website and can be accessed here: [Supplementary Planning Documents and Guidance Notes | Central Lincolnshire Local Plan \(n-kesteven.gov.uk\)](#)

Kind regards,

The Local Plans Team



## NK - Talkplanning

### Central Lincolnshire Plan Team

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